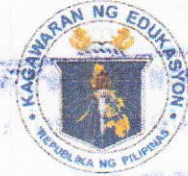




Republic of the Philippines  
Department of Education  
Region X – Northern Mindanao  
**DIVISION OF TANGUB CITY**  
Anecito Siete St., Mantic, Tangub City  
[deped10\\_tangub@yahoo.com](mailto:deped10_tangub@yahoo.com) / (088) 395 3372  
[www.depedtangub.net](http://www.depedtangub.net)



January 17, 2018  
1-17-18

**DIVISION MEMORANDUM**  
No. 12, s. 2018

**REGULAR OFFICE WEEKLY ACTIVITIES**

To: DIVISION OFFICE PERSONNEL  
This Division

1. To establish system in Office operations and ensure efficient and quality services to our clients, a regular Office weekly activities shall be observed, as follows:
  - a. Flag Raising Ceremony – Every Monday at 8:00 a.m.  
In the event that Monday falls on a holiday or there are equally important activities that majority of the Division Office personnel are attending, like the first Monday Mass of the City, the flag raising ceremony shall be conducted on the day that follows.
  - b. Program Committee Meeting – Every 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Monday of the month at 9:00 to 11:00 a.m.
  - c. Staff Meeting – Every 1<sup>st</sup> Tuesday of the month at 9:00 to 11:00 a.m.
  - d. Interfacing between the Curriculum Implementation Division (CID) and School Governance and Operations Division (SGOD) – Every Monday at 1:00 – 4:00 p.m.
  - e. Regular Meeting of the Promotion and Selection Board (PSB) and personnel section – every Tuesday at 4:00 to 5:00 p.m.
  - f. Regular Bids and Awards Committee (BAC) Meeting – Every Monday at 4:00 to 5:00 p.m.
  - g. Monthly Mass – Every first Friday of the month
2. To ensure that school heads have sufficient time to supervise instruction as their core function, they shall only leave their station to transact Official business in the Division Office and other partner Offices on a Friday, except however when there is a meeting or official call-up from this Office.
3. For guidance and compliance.

**JEAN G. VELOSO**

Assistant Schools Division Superintendent  
OIC - Schools Division Superintendent

Ref: RA 9184

To be indicated in the Perpetual Index  
under the following subjects:

PROCUREMENT          POLICY          OFFICE

*Relevant, inclusive and liberating basic education builds a strong nation.*