



Republic of the Philippines
Department of Education
MIMAROPA REGION

SCHOOLS DIVISION OF OCCIDENTAL MINDORO

Office of the Schools Division Superintendent

DEP-ED OCCIDENTAL MINDORO
RELEASED
BY: [Signature]
DATE: JAN 17 2022
DIVISION OFFICE
MAMBURAO

January 14, 2022

DIVISION MEMORANDUM
S. 2022- 000017

**RENDERING ESSENTIAL SERVICES OF SDO OCCIDENTAL MINDORO
IN ITS SUB-OFFICES**

**To : OIC-Office of the Asst. Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned**

1. Anchored on the premise that “Public Office is a Public Trust”, and that “Public service should be continuous and should never be compromised despite any circumstances”, even during this time of pandemic when health and safety of our people is the top priority, and per DepEd Order No. 37, s. 2013 titled Reiterating Compliance to Administrative Order No. 241 entitled *Mandating the Speedy Implementation of Republic Act No. 9485 Otherwise Known as the “Anti-Red Tape Act of 2007” and Its Implementing Rules and Regulations*, the Schools Division Office of Occidental Mindoro shall hold offices once every month starting this January in its Sub-Offices located at San Jose and Sablayan, Occidental Mindoro.

2. The activity dubbed as “DepEd Oksi Service Caravan” focuses on addressing the urgent and current concerns and issues of its schools and personnel in the field. School Personnel and schools in Magsaysay, San Jose and Rizal Districts can directly make appointments and be physically present at San Jose Sub-Office every last Friday of the month, while those from Calintaan and Sablayan Districts may schedule their visit to Sablayan Sub-Office every third Friday of the month. Schools and personnel from Sta Cruz, Mamburao, Abra de Ilog and Paluan Districts can be accommodated any day in its main office in Mamburao provided there is an approved appointment which was applied online. While the concerns and issues, and other matters which may originate from Looc and Lubang Districts may be transmitted electronically.

3. Services of the Records and Personnel Units of the Administrative Section, and Accounting Section together with representatives from the Curriculum Implementation and School Governance and Operations Divisions shall be available on the following dates:

ASDSOffice/rsm/01/14/22



✉ Sitio Dapi, Brgy. Payompon, Mamburao, Occidental Mindoro
0906-550-1840/0929-630-1538
occidental.mindoro@deped.gov.ph
f FB DepEd Tayo Occidental Mindoro/DepEd Occidental Mindoro

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Sub-Office	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
Sablayan	21	18	18	22	20	17	22	19	23	21	18
San Jose	28	24	25	29	27	24	29	26	30	28	24

4. All District Supervisors are requested to make necessary coordination with the SDO – Administrative Section c/o AO Dr. Dennis Michael G. Abeleda so that prior to the Service Caravan schedule in each Sub-Office, all concerns are gathered for categorization, prioritization, and assignment of personnel to man the activity.

5. All expenses relative to the conduct of this Service Caravan shall be charged to Division MOOE subject to the usual government auditing and accounting rules and regulations.

6. In any even when conflict of schedule may arise or restrictions regarding inter-town movement are implemented, announcement shall be released to arrange the change in schedule.

7. For wide information and dissemination.


LYNN G. MENDOZA
 Asst. Schools Division Superintendent
 Officer-in-Charge
 Office of the Schools Division Superintendent

Inclosure:

None

Reference

RA 9485

To be indicated in the perpetual index

Under the following subjects:

SERVICE

ARTA

SUB-OFFICE

TRANSACTION