MEMORANDUM

TO: ALL SCHOOLS ADMINISTRATOR/TIC/SIC TEACHERS BOTH ELEMENTARY, JUNIOR AND SENIOR HIGH SCHOOL

SUBJECT: NO TRANSACTION POLICY FOR ALL SCHOOL BASED PERSONNEL EVERY MONDAY OF THE WEEK

The field is hereby informed of “NO TRANSACTION POLICY” in the division office every Monday of the week, this is to give priority to school concerns for proper implementation of the “Policy on Time On Task” by the Department, thus, ensuring proper implementation of school program/class program.

For information and strict compliance.

ROY ANGELO E. GAZO
Schools Division Superintendent