



Republic of the Philippines  
**Department of Education**  
REGION XI  
**SCHOOLS DIVISION OF TAGUM CITY**

**DIVISION MEMORANDUM**

No. 303 s. 2021

**TO :** THIS DIVISION  
ALL PUBLIC AND PRIVATE TRANSACTING PERSONNEL

**FROM :** The Office of the Schools Division Superintendent

**SUBJECT :** IMPLEMENTATION OF DROP BOX SYSTEM FOR ALL DOCUMENTS SUBMISSION TO DEPED DIVISION OFFICE

**DATE :** May 20, 2021

This is a reiteration of the Division Memo No. 532, s. 2020 on the Revised Guidelines on Alternative Work Arrangements in DepEd during the Period of State of National Emergency due to COVID-19 specifically Annex B stating the COVID-19 Related Issues, Measures and Parameters of which all documents submitted to the Division must be placed in the drop box and disinfected.

In view thereof, this Office hereby advises all concerned to implement the Drop Box System of all documents for the safety of the receiving Division Office personnel, thus, shall observe strictly the following;

1. The concerned transacting personnel shall properly label the submitted documents in an envelope with complete name of contact person, complete address, contact numbers, email address and recipient office.
2. The transacting personnel may opt to provide e-copy of the submitted document to the concerned Division Personnel thru any online platform for advance notice.
3. Only complete documents with proper attachments, signature and correct forms will be processed.

Please be informed further that the concerned Division Personnel shall give feedback to the concerned client within two (2) days after its submission through the Drop Box to give time for disinfection.

For immediate dissemination, guidance and reference.

  
**DR. JOSEPHINE L. FADUL**  
Schools Division Superintendent

