




Republic of the Philippines  
**Department of Education**  
REGION II – CAGAYAN VALLEY  
SCHOOLS DIVISION OF TUGUEGARAO CITY

**DIVISION MEMORANDUM**

No. 96, s. 2020

To: Assistant Schools Division Superintendent  
Division Chiefs, SGOD and CID  
Public Schools District Supervisors  
Education Program Supervisors  
Unit Heads  
Elementary and Secondary School Heads  
All Others Concerned

From:   
**KEYNANTE Z. CALIGUIRAN**  
Assistant Schools Division Superintendent  
Officer In-Charge  
Office of the Schools Division Superintendent

Date: July 6, 2020

Subject: **PROCEDURES IN TRANSACTING BUSINESS IN THE DIVISION OFFICE WHILE ON MODIFIED GENERAL COMMUNITY QUARANTINE**

1. President Rodrigo Roa Duterte announced on 30 June 2020 that Region 02 is now categorized as under a **Modified General Community Quarantine** from July 1 to July 15, 2020.
2. In view of this declaration, the Division Office of Tuguegarao City has adopted, within the said period, the **resumption of physical work in full capacity**.
3. Considering, however, the rising cases of COVID-19, minimum health standards and precautionary measures must at all times be **STRICTLY** enforced.
4. Following the minimum health standards set by the IATF and the DOH to prevent the further spread of Covid-19, this Office shall now be implementing the following procedures in transacting business in the Division Office:
  - a. As a general rule, **all requests or concerns** will be addressed through media platforms, texts, or calls. Clients may send their requests or concerns to the following:



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500  
Telephone Nos.: (078) 844-7925; (078) 377-8805  
Email Address: [tuguegarao@deped.gov.ph](mailto:tuguegarao@deped.gov.ph)  
Website: [depedtuguegarao.com](http://depedtuguegarao.com)



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DEPARTMENT OF EDUCATION  
**RELEASED**  
Date/Time: 06 2020 by: Clair  
Control No. \_\_\_\_\_  
DIVISION OF TUGUEGARAO CITY

- SDO Official Email: [tuguegarao@deped.gov.ph](mailto:tuguegarao@deped.gov.ph)
- SDO Landline Numbers.: 078-3778805  
078-8447925

- b. Face to face transactions shall be on a per **appointment basis**. No client/visitor without a confirmed appointment is allowed within the Office premises. Clients/visitors are required to register via online by accessing the link, [bit.ly/TugRequestForm](https://bit.ly/TugRequestForm) at least a day before **their scheduled visit**. The confirmation of their appointment shall likewise be sent via their email. **NO CONFIRMED APPOINTMENT, NO ENTRY.**
  - c. The submission of reports by DepEd personnel in the field shall likewise be on a per appointment basis and items (a) and (b) above shall be applicable to them.
  - d. The Records Unit shall be in-charge of handling the requests for appointment. The confirmation shall be given back to the clients/visitors only after prior consultation with the SDO employee concerned;
  - e. The following contact numbers can also be reached directly for your issues and concerns:
    1. Office of the SDS: 0926-1803629 and 0917-1749038
    2. Office of the ASDS: 0935-1890986
    3. Office of the AO V: 0917-5698380 and 0926-1245987
    4. Personnel Unit: 0905-6501686
    5. Records Unit: 0917-1503860
    6. Supply Unit: 0916-9671649
    7. Cashier: 0916-9050369
    8. Accounting: 0917-8180170
    9. Budget: 0997-6810633
    10. Legal: 0997-8567854
    11. ICT: 0917-8098966
    12. SGOD: 0917-7744354
    13. CID: 0917-5993582
  - f. Walk-ins and/or face to face transactions starting July 6, 2020 until July 15, 2020 or until further announced shall be **limited only to extremely urgent matters**.
5. The SGOD, through the Health Unit and DRRM, shall be in charge of monitoring and ascertaining that all minimum health standards and protocols are faithfully observed in the Office by all personnel, clients, and visitors.
  6. For your information, guidance and strict compliance.

Legal/jjbm



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 Website: [depedtuguegarao.com](http://depedtuguegarao.com)



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