



Department of Education  
Region III

**DIVISION OF PAMPANGA**

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**Division Memorandum**

No. 54, S. 2018

To : OIC-Asst. Schools Division Superintendent  
Chiefs of Division  
Public Schools District Supervisors  
Public Elementary School Heads  
All Others Concerned

From : **OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

Subject : **DISTRICT INFORMATION AND COORDINATION FOR EXPEDITIOUS  
PROCESSING OF DOCUMENTS**

Date : January 30, 2018

1. The surfacing of problems related to lapses on personnel action are commonly attributed to poorly established information and coordination channel with people in the field.
2. To ensure the expeditious and on-date processing of all pertinent documents related to personnel action, the Human Resource Office will channel all official communications to the district supervisors. Although R.A. 9155 asserts the implementation of school-based governance, proper information and coordination with district supervisors will not hamper the said provision.
3. In the restructuring of the information and coordination process, district supervisors will coordinate to the school heads the expeditious processing of documents until completed. Finally, district supervisors will make the necessary coordination to the administrative assistant of the district to ensure the on-time processing at the Division Office.
4. It is clarified in this Memorandum that the adding of another layer of information and coordination, through the district supervisor, will not mean meddling to the administrative functions of the school heads. It is further clarified that the district supervisor will be part of the accountability in case lapses will be observed in the processing of documents related to personnel action.
5. Immediate dissemination of and strict adherence with this Memorandum is enjoined.

  
LEONARDO D. ZAPANTA, Ed.D., CESO VI  
Officer – In – Charge  
Office of the Schools Division Superintendent