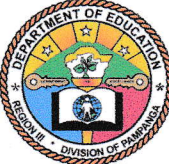
	<p>Republic of the Philippines Department of Education Region III – Central Luzon SCHOOLS DIVISION OF PAMPANGA High School Blvd. Brgy. Lourdes, City of San Fernando</p>		<p>Document Code: SDO-QF-OSDS - 002 Revision: 00 Effectivity date: 05-08-18</p>
<p align="center">DIVISION MEMO. No. 333 s. 2018</p>		<p>Name of Office: OSDS</p>	

TO : ASDSs for Elementary & Secondary
SGOD & CID Chiefs
PSDS/ All School Heads

FROM : Office of the Schools Division Superintendent

SUBJECT: **REITERATION OF THE IMPLEMENTATION OF LOCALIZED POLICIES**

DATE : July 26, 2018

1. This Office reiterates the implementation of the localized division policies to wit:

- a. Only reports/data needed by the Regional and National offices, Division Planning Unit, and the Accounting Office, whether in soft or hard copies will be submitted in this Office, hence, no other report in any form shall be submitted.
- b. Liquidation reports should be accomplished by the ADASs and should not be the function of the teacher.
- c. It is the mandate of teachers to teach, therefore, they should not be assigned to perform any clerical work except those related to their coordinatorship or designated special assignment.
- d. There should be no Division initiated competition in all learning areas. Only those with regional and national level contests shall be conducted in the division.
- e. Outdoor activities such as film showing, stage plays, field trips, and the like should be reflected in the school AIP and should be done on voluntary basis. School heads shall be held accountable for whatever eventualities that might happen while the learners are outside the school premise.

2. Wide dissemination of this Memorandum to all concerned is earnestly desired.


LEONARDO D. ZAPANTA, Ed.D., CESO VI
 Schools Division Superintendent