



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

March 24, 2026

DIVISION MEMORANDUM

No. 0121, s. 2026

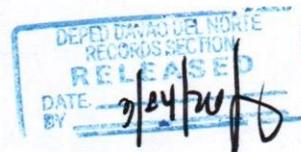
USE OF DROP BOX FOR FRIDAY TRANSACTIONS

To: Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Administrative Officer V, Administrative Services
School Heads of Elementary, Secondary and Integrated Schools
All Others Concerned

1. In support of the guidelines set forth in DepEd Memorandum 018, s. 2026, and in the interest of ensuring continuous public service, this Office hereby directs the use of designated **drop boxes**, one for each functional division for the submission of reports, documents, and other requirements by field personnel.
2. The drop boxes shall be made available every **Friday**, during regular office hours, to provide the field personnel with convenient and flexible mechanism for compliance with administrative requirements without disrupting fieldwork schedules.
3. The Records Section is instructed to facilitate the placement of clearly labeled drop boxes in areas accessible and secured, and process the deposited documents the succeeding workweek.
4. School non-teaching personnel must ensure submitted documents are accurately labeled with routing slip securely attached.
5. Everyone is enjoined to continually support and recognize the value of equality and diversity in adherence to the Equal Opportunity Principle (EOP) of the organization.
6. Immediate dissemination of and compliance with this Memorandum is directed.


REBONFAMIL R. BAGUIO
Assistant Regional Director
Concurrent, Officer-In-Charge
Office of the Schools Division Superintendent

Admin/sfmo
File Name: USE OF DROP BOX
FOR FRIDAY TRANSACTIONS



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