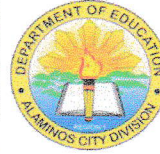




Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OF ALAMINOS CITY
Alaminos City



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DIVISION MEMORANDUM

**DIVISION MEMORANDUM
DM-2020-083**

TO : All Unit Heads in the Schools Division Office, School Heads and Concerned Teachers of Public Elementary and Secondary Schools

FROM : Schools Division Superintendent

SUBJECT : Division Appointment and Scheduling System

DATE : February 05, 2020

1. The Office of the Schools Division Superintendent recently launched the Division Appointment and Scheduling System, an online system in which the School Heads and the Teachers are required to accomplish before going to the Division Office for the submission of their reports and other pertinent documents and for their important transactions to the functional divisions and different units.

2. In connection to this, School Heads and Teachers, who will be going to the Division Office for important transactions, are enjoined to make an appointment through the Division Appointment and Scheduling System and to schedule their appointment a day before the transaction in depedalaminoscite.com, the official website of Alaminos City Division. The hard copy or soft copy of the confirmation slip of their appointment should be presented to the guard upon entering the gate of the Division Office. Furthermore, teachers must secure pass slip to be signed by the School Heads before leaving their respective stations and should present the pass slip to the guard as soon as they arrive at the Division Office.

3. In addition, the different functional divisions and units shall release a Certificate of Appearance to School Heads and Teachers after every transaction.

3. For information, guidance and strict compliance.


LORNA G. BUGAYONG PhD, CESO VI
Schools Division Superintendent 