



Republic of the Philippines
Department of Education
Region I

SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

**Office of the Schools Division
Superintendent**

**Division Memorandum No. 022
Series 2021**

**To : Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division (CID)
Chief, School Governance and Operation Division (SGOD)
Education Program Supervisors, SEPS, Division Personnel
Public School Heads/Principals/OIC's
All Others Concerned**


Subject: HALF DAY OPERATIONS EVERY FRIDAY

From : The Schools Division Superintendent

Date : January 22, 2021

PARTICULARS

1. Please be informed that the Schools Division Office Proper will be operating on a "Work-From-Home" modality every Friday afternoon, from 1:00 – 5:00 pm, starting on January 29, 2021. This is to give way for the general disinfection of the entire Division Office compound including service vehicles.
2. In line with this, the field is informed that all walk-in transactions will be attended to, from 7:00 am to 12:00 noon. However, on-site office operations may be extended for urgent concerns.
3. For information and guidance.


LORNA G. BUGAYONG PhD, CESO V
Schools Division Superintendent

With hundred reasons to serve!

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