



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**

Region VIII

**SCHOOLS DIVISION OFFICE OF CATBALOGAN CITY**



September 10, 2018

**DIVISION MEMORANDUM:**

No. 316, s. 2018

**DISSEMINATION ON THE REGIONAL NUMBERED  
MEMORANDUM 2018-379, RE: DISCOURAGING TEACHERS TO  
FOLLOW-UP PAYROLL CONCERNS AND OTHER  
OFFICIAL MATTERS**

**TO: ALL DIVISION OFFICE PERSONNEL  
FIELD PUBLIC SCHOOL DISTRICT SUPERVISORS  
ELEMENTARY/SECONDARY SCHOOL HEADS  
TEACHERS AND NON-TEACHING PERSONNEL**

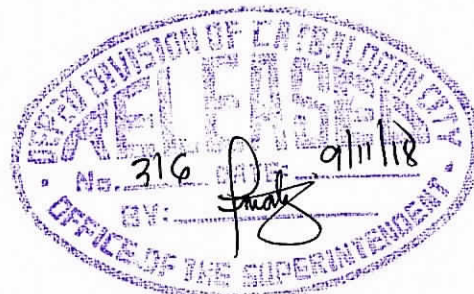
In connection with the above-captioned matter, enclosed hereto is a Regional Numbered Memorandum 2018-379, dated September 5, 2018, **RE: Discouraging Teachers to Follow-up Payroll Concerns and other Official Matters**, contents of which is self-explanatory.

Please be guided accordingly.

**CRISTITO A. ECO, CESO VI**  
Schools Division Superintendent

Enclosure:

*As stated*



OSDS/AS1/MGC/frm/091018



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Republic of the Philippines  
**Department of Education**  
**REGIONAL OFFICE NO. VIII (EASTERN VISAYAS)**  
 Government Center, Candahug, Palo, Leyte

**MEMORANDUM**NM-2018-379TO: **SCHOOLS DIVISION SUPERINTENDENTS**


 FROM: **RAMIR B. UYTICO, Ed.D., CESO IV**  
 OIC-Regional Director

 SUBJECT: **DISCOURAGING TEACHERS TO FOLLOW-UP PAYROLL CONCERNS  
 AND OTHER OFFICIAL MATTERS**

DATE: September 5, 2018



1. To ensure effectiveness and efficiency in the delivery of basic education services particularly classroom instruction, this Office hereby discourages teachers to travel to the Regional Office to follow-up payroll concerns and other official matters because they should be in the classroom with the students to perform teaching duties and other related activities during class hours.
2. The School Heads and/or designated division Liaison Officers may follow-up on teachers' concerns provided he/she is able to secure an approved travel order from the Schools Division Superintendent before coming to the Regional Office.
3. The above mentioned officer/personnel must be aware that all requests shall be communicated in writing by the requesting party with valid attachments and should be indorsed by the Schools Division Superintendent to the Regional Office.
4. Communications from the Schools Division Offices which are intended to the Regional Office must be marked "Released" as stipulated in Regional Memorandum No. 620, s. 2017 and Regional Memorandum No. 030, s. 2018.
5. Immediate dissemination of and strict compliance with this Memorandum are desired.


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