



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

JUL 26 2023

DIVISION MEMORANDUM

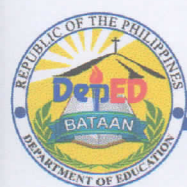
No. 249 s. 2023

**UPDATES ON OPLAN LIPAT – SCHOOLS DIVISION OFFICE OF BATAAN'S
TRANSFER TO NEW DIVISION OFFICE AT KABUKIRAN, ABUCAY, BATAAN**

To: Assistant Schools Division Superintendent
Chiefs of Division, SGOD and CID
Education Program Supervisors
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. The Schools Division Office of Bataan announces **Updates on Oplan Lipat – Schools Division Office of Bataan's Transfer to New Division Office at Kabukiran, Abucay Bataan** which will be fully functional on **August 08, 2023**.
2. The schedule for the transfer of documents, equipment and other relevant materials per functional offices to the new SDO is as follows:

Date	Offices
July 25, 2023	<ul style="list-style-type: none">• Accounting• ICT• CID
July 26, 2023	<ul style="list-style-type: none">• Accounting• LRMDs• SDS
July 27, 2023	<ul style="list-style-type: none">• Supply• Personnel
July 28, 2023	<ul style="list-style-type: none">• Supply• Legal• Cashier• Budget
July 31, 2023	<ul style="list-style-type: none">• Records• Medical• SGOD• ASDS
August 01, 2023	<ul style="list-style-type: none">• Records• COA
August 02, 2023	<ul style="list-style-type: none">• Other Furniture/Equipment



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CSC PRIME-HRM BRONZE AWARD
CSC Resolution No. 1001100



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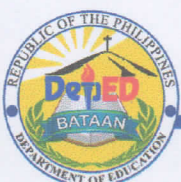
3. The functional offices must assign two personnel per unit that will oversee the unit's packing, loading, as well as the unloading of equipment, furniture, document, and such in the new SDO. Also, the following color-coding for each unit/section shall be followed:

Offices	Color-Coding
Records	BLUE
Supply	RED
Accounting	YELLOW
ICT	GREEN
CID	VIOLET
LRMDS	ORANGE
SDS	PINK
Personnel	BLACK
Legal	WHITE
Cashier	YELLOW GREEN
Budget	BROWN
Medical	MAROON
SGOD	GRAY
ASDS	GOLD
COA	CYAN

4. Further, on **August 14, 2023**, the **First Flag Raising Ceremony on the NEW Schools Division Office of Bataan** will be conducted.
5. Immediate and wide dissemination of this Memorandum is enjoined.

CAROLINA S. VIOLETA, EdD, CESO VI
Schools Division Superintendent

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