



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

OFFICE MEMORANDUM

No. 011, s. 2023

FROM : THE OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

TO : Assistant Schools Division Superintendent
Chief Education Supervisors
Unit Heads
All Others Concerned

SUBJECT : **ROUTING PROCEDURE FOR URGENT DOCUMENTS**

DATE : December 5, 2023

With the SDO-Bataan's efforts to streamline the handling of urgent documents within our organization, all units are advised to implement a revised routing procedure effective immediately. This is crucial to ensure the delivery of efficient and quality service to all and that time-sensitive documents reach the intended recipients promptly.

All units are directed to create a specific inbox or tray for urgent documents at the receiving area. **Mark the tray with a prominent "URGENT" label in bold and red.** Likewise, designated personnel shall regularly check and distribute documents from this location. Maintaining a log or record of all urgent document transactions, including sender, recipient, date, and time of receipt shall also be observed.

A follow-up protocol must also be implemented to ensure that urgent documents are acted upon promptly and in compliance with the approved Citizen's Charter of the Office, this may include periodic reminders to recipients. Unit heads are responsible for reviewing and approving urgent documents within their respective units.

The following documents shall be considered urgent:

- Appointments
- Authority to Fill
- Form 7 (Personnel)
- Project Proposal, *PR, PO, Program & Work*
- Recommendation for Teacher
- Request for Authority to Travel Abroad



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- Salary Claims
- Travel Order

The above-mentioned documents shall be given priority compared to the usual communications/documents received by the Office. This is to ensure that personnel services such as salaries and benefits will not be hampered as well as to warrant efficient implementation of various programs in schools.

Thank you for your attention to this matter.

Thank you very much.

Very truly yours,

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

SO3/PATS
December 7, 2023