



Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF MARINDUQUE

Department of Education
Division of Marinduque
RECORDS SECTION
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Signature: [Handwritten Signature]
Date: MAR 12 2024

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

TO: Asst. Schools Division Superintendent
Chief Education Supervisor, SGOD/CID
Heads of All Public and Private Elementary and Secondary Schools
All Others Concerned

FROM: **LYNN G. MENDOZA, EdD**
OIC, Schools Division Superintendent

SUBJECT: **Service On Wheels (SOW) in the Schools Division of Marinduque**

DATE: March 12, 2024

1. The Regional Field Technical Assistance Division (RFTAD) shall conduct MIMAROPA Service-on-Wheel from 1 o'clock until 5 o'clock in the afternoon of March 13, 2024 and 9 o'clock in the morning till 5 o'clock in the afternoon of March 14, 2024. This activity shall be held at Mogpog Central School, Poblacion, Mogpog, Marinduque.
2. This initiative aims to bring the frontline services of the regional office more accessible to its clients providing one-stop shop to act on all requests/applications and automatically approve such requests upon compliance with relative documentary requisites.
3. Attuned to these aims, this Office through the School Governance and Operations Division invited other Government Agencies such as Government Services Insurance System (GSIS), Philippine Statistics Authority/Philippine Identification System (PSA/PhilSys), and Pag-IBIG Fund. Their services shall be available on March 14, 2024 from 9 o'clock in the morning until 5 o'clock in the afternoon at the same venue.
3. Considering the No Disruption of Classes Policy, only School Heads as well as non-teaching personnel are invited to avail of the services from the aforementioned undertakings in a first com-first served basis. They should bring with them relevant documents to facilitate the processing of their requested transactions.
4. For queries and related concerns, please contact the SGOD – SM&N Section through mobile numbers 0939-405-8418 or 0977-739-2026.
5. Wide and immediate dissemination of the contents of this Memorandum is desired.

*“DepED Marinduque: Heart of the Philippines.
pLead to Excel. Excel to Lead.”*

SocMobMMM



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