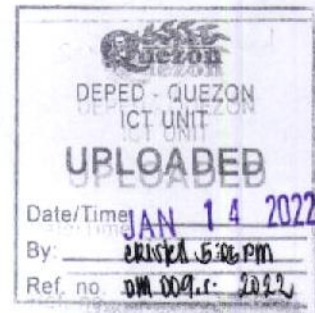




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



OFFICE MEMORANDUM
OM No. 009, s. 2022

13 January 2022

SDO QUEZON COMPLIANCE ON PROCESSING OF DOCUMENTS AND QODTS MONITORING

To: OIC-Assistant Schools Division Superintendents
Division Chiefs
Unit/Section Heads
DTS In-Charge, SDO Pagbilao
DTS In-Charge, Sub-Offices
All Others Concerned

In consonance to DepEd Order No. 31, s. 2017 entitled **Prescribed Timeliness for the Processing of Requests, Documents and Applications from the General Public**, it is stated on paragraph 5 section 5 that all public officials and employees shall promptly act on letters and requests within fifteen (15) working days from receipt thereof sent by the public.

Furthermore, under Revised Rules on Administrative Cases in Civil Service promulgated on November 8, 2011, **violation of this fifteen (15) working days** to respond requirement is a light offense punishable by reprimand for the first offense; suspension of one (1) to thirty (30) days for the second offense, and dismissal from service for the third offense.

In this connection, **Division Chiefs, Unit and Section Heads are hereby advised to supervise the status of their assigned DTS account and give appropriate action to all pending transaction/s in a weekly basis.** The Information and Communications Technology Unit (ICT) and Records Section will also perform the monitoring of the overall performance of the QODTS and will generate report every month to be discussed during the conduct of Huntahan sa Quezon: Unit and Section Heads Edition.

Strict compliance and immediate dissemination of this memorandum is hereby desired.

ELIAS A. ALICAYA, JR., EdD
Assistant Schools Division Superintendent
Officer in-charge
Office of the Schools Division Superintendent

recsop01/13/2022

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