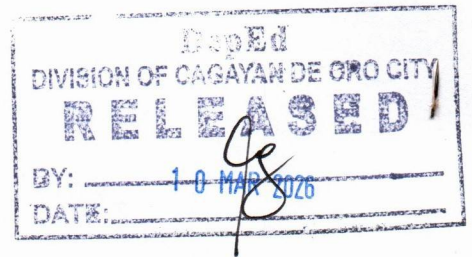




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

9 March 2026

OFFICE MEMORANDUM
No. 27 s.2026

TO: Assistant Schools Division Superintendent
School Principal
All Others Concerned
This Division

**DESIGNATION AS RECEIVING AND RELEASING PERSONNEL DURING THE 2026
OSDS PIR**

1. In view of the 2026 OSDS Program Implementation Review (PIR) scheduled on March 12-13, 2026, you are hereby designated as the primary personnel for the Releasing and Receiving Section.

2. **PALARCA, FLORIE** – ADAS II
LOFRANCO, IRENE HALIBAS – ADAS III

3. To maintain the efficiency of service and ensure that the Division Office continues to function seamlessly during the review period, you are expected to perform the following duties:

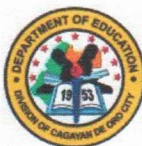
Document Management: Facilitate the prompt receiving and releasing of all incoming and outgoing correspondence.

Tracking: Ensure all documents are properly logged, date-stamped, and routed to the appropriate functional units.

Public Assistance: Act as the primary point of contact for clients and personnel seeking document status updates during the PIR.

Coordination: Maintain close coordination with the OSDS secretariat to ensure no delays in urgent administrative matters.

4. Your commitment to providing excellent service during this activity is highly appreciated. Please ensure a proper turnover of any pending documents prior to the start of the activity on March 12.



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@depd.gov.ph
Website: <https://depdcdco.net/>

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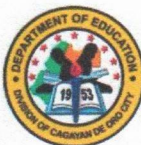
Office of the Schools Division Superintendent

5. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
6. This Office directs immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

DM070-OSDS-PS-AVC / DIVISION MEMORANDUM PIR
March 9, 2026



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