



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

August 2, 2021

DIVISION MEMORANDUM
No. 269 , s. 2021

**TEMPORARY ARRANGEMENT ON THE SUBMISSION OF DOCUMENTS
AT SDO AKLAN DURING MODIFIED ENHANCED COMMUNITY QUARANTINE
(MECQ) STATUS**

To: OIC-Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Senior/Education Program Specialists
School Heads of Public and Private Elementary, Secondary and
Integrated Schools
Division Office Personnel
All Others Concerned

1. With the implementation of MECQ status in the Province of Aklan per EO No. 019 s. 2021, let us do our share in reducing/minimizing the movement of our personnel from schools and districts to the division office. It is advised that as much as possible and allowable, online submission of documents be encouraged. Let us avoid the submission of printed/hard copy to the division office if the transaction can be processed using documents sent online.
2. Also, it is preferred that those transactions that can be delayed without adversely affecting the operation of our schools, district or the SDO will be done later.
3. Anent this, it is advised that proper coordination with the office concerned be done prior to submission of documents at the division office.
4. Please be guided accordingly.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

MMDA/wvf



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