

REGION I
SCHOOLS DIVISION OFFICE OF PANGASINAN II
Canarvacanan, Binalonan, Pangasinan

DIVISION MEMORANDUM

No. 011, s. 2026

TO: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Education Program Supervisors
Public Schools District Supervisors
All Elementary and Secondary School Heads
All Administrative Officers (AOs) and Administrative Assistants (ADAS)
All Concerned Personnel

FROM: VIVIAN LUZ S. PAGATPATAN PhD, CESO VI
Schools Division Superintendent

SUBJECT: REGULAR CLAIMING AND RETRIEVAL OF DOCUMENTS FROM
PIGEONHOLES

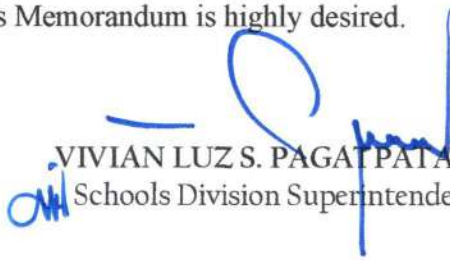
DATE: 07 January 2026

PARTICULARS

SUBJECT:

1. In order to ensure efficient document flow, timely processing of requests, and proper accountability within the Schools Division Office, all Administrative Officers (AOs) and Administrative Assistants (ADAS) assigned to Elementary Schools/Districts and Secondary Schools are hereby directed to **regularly claim and retrieve all documents** placed in their respective pigeonholes.
2. It has been observed that some documents remain unclaimed for extended periods, causing delays in communication and action at the school/district level.
3. Henceforth, the following guidelines shall be strictly observed:
 - a. Claiming of documents from pigeonholes shall be done **on a regular and frequent basis** (preferably daily or at least twice a week).
 - b. **No selective claiming** shall be practiced. All documents addressed to or intended for the concerned school/district must be retrieved in full.
 - c. Upon retrieval, the concerned AOs/ADAS shall **immediately notify the respective document owners** (e.g., School Heads, teachers, or other personnel) of the received documents for prompt action.
 - d. This responsibility forms an integral part of the duties and functions of AOs and ADAS.
4. Public Schools District Supervisors and Secondary School Heads are enjoined to monitor compliance of their respective AOs/ADAS to this policy.
5. For strict compliance.

Immediate and widest dissemination of this Memorandum is highly desired.


VIVIAN LUZ S. PAGATPATAN
Schools Division Superintendent

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