



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY
City Hall Compound, Dagupan, Tabuk City



DIVISION MEMORANDUM

NO. 54 s. 2019



To : **ALL SDO PERSONNEL**

From : **BENEDICTA B. GAMATERO**
OIC- School Division Superintendent

Date : March 20, 2019

Subject : **PROCESS FLOWS**

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1. This is to provide copies of the process flows of the different services offered by the Schools Division Office.
 2. All Personnel involved are enjoined to observe compliance to the timeline of each step in the process and to take note of the bottlenecks for future deliberations and improvements of the processes prior to its finalization.
 3. All Personnel involved are to take note of the actual completion time of each step and it shall be indicated on the logbook.
 4. For dissemination and strict compliance.