



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

JUL 29 2026

REGIONAL MEMORANDUM

No. 800, s. 2026

PICK-UP OF DOCUMENTS BY SCHOOLS DIVISION OFFICES (SDOs)

To: Assistant Regional Director
Schools Division Superintendents
All Others Concerned

1. To ensure the efficient and timely release and distribution of official records and documents from the Regional Office (RO), all Schools Division Offices (SDOs) in this Region are advised to designate their respective Liaison Officers to regularly claim processed documents of the SDOs from the RO Records Unit effective August 3, 2026.
2. The SDOs shall coordinate with the RO Records Unit prior to pick-up in order to facilitate the orderly release and receipt of documents.
3. This measure is intended to ensure the prompt transmission of official communications and records among the RO, the SDOs, and stakeholders.
4. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: None
Reference: None

To be indicated in the Perpetual Index
under the following subjects:

COMMUNICATIONS POLICY RECORDS

AD/RS/JAB/RM-Dissemination-Scheduled Pick-up of Documents by Schools Division Offices (SDOs)



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