



Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

March 8, 2022

DIVISION MEMORANDUM

NO. 119, s. 2022

TO: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Unit/Section Heads
Education Program Supervisors
Public School District Supervisors
School Heads
All Concerned

**IMPLEMENTATION OF CUT-OFF TIME FOR TRANSACTIONS
AT THE RECORDS AND CASHIER UNITS**

1. Pursuant to Division Memorandum (DM) No. 335, s. 2021, its continuous pursuit to sustain the quality management system, and as approved during the 2021 Mid-Year Management Review held at Bulwagang Tanglaw, DepEd Cavite Province, Brgy. Luciano Trece Martires City, Cavite on July 14, 2021, this office announces the **implementation of cut-off time for receiving of documents at the Records Unit and payments at the Cashier Unit.**
2. Cut-off will be implemented to provide ample time for the Division Office Personnel to process the submissions before closing time. In view of this, the following guidelines are hereby promulgated:

Records Unit

- a. The cut-off time for receiving of physical document from walk-in and/or clients with schedule shall be at **exactly three o'clock in the afternoon (3:00 PM).**
- b. All documents received beyond 3:00 PM shall be collected and processed/encoded to the Online Document Channel (ODC) by the Records Unit until 5:00 PM.
- c. Clients are advised to put their documents, except for legal documents (e.g., complaint, response to complaint), in the drop box which will be provided for the purpose, in the event that they came to the office after 5:00 PM or no one from the Records Unit is available to accept the documents, and
- d. All documents forwarded to the Records Unit, either by internal or external clients, from 5:00 PM and beyond shall be received/processed in the next working day unless supported by a directive or communications from higher offices and other government



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instrumentalities or as may be directed by the Top Management (Please refer to DM No. 335, s. 2021).

- e. Transaction numbers of documents encoded between 3:00pm and 5:00 pm may be checked by viewing the existing ODC. The link will be provided by the Records Unit for viewing purposes only.

Cashier Unit

1. The cut-off time for payments shall be **four o'clock in the afternoon (4:00 PM)**. The remaining work hour (4:00PM to 5:00PM) shall be allotted for cash count and balances, thus, no payments shall be received within this period.
2. Transactions that will be made beyond 4:00PM shall only be allowed unless supported by a directive or communication from the higher offices, Top Management and other government offices.
3. Immediate and widest dissemination for this Memorandum is expected.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

SPM/ DM No. 119 s. 2022
BU-4129 / 030922022



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