



Republic of the Philippines  
**Department of Education**  
 REGION IV-A CALABARZON  
 SCHOOLS DIVISION OF BATANGAS

Advisory No. **050**, s. 2025  
 March 10, 2026

In compliance with DepEd Order (DO) No. 8, s. 2013  
 this advisory is issued not for endorsement per DO 28, s. 2001,  
 but only for the information of DepEd officials,  
 personnel/staff, as well as the concerned public.  
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**SDO RECORDS SECTION'S REVISED SCHEDULE OF TRANSACTIONS FOR  
 SCHOOLS AND SUB-OFFICES**

This is to inform all Liaison Officers on the revised Schedule of Transactions for schools and sub-offices relative to items no. 6 and 7 of the DepEd Memorandum No. 018, s. 2026, which designates Fridays as the common work-from-home (WFH) day for all Non-teaching and Teaching-Related personnel. The schedule of transaction is hereby revised as follows;

<b>CONGRESSIONAL DISTRICT</b>	<b>SCHEDULED DAY OF TRANSACTIONS</b>
<b>Congressional Districts I &amp; IV</b>	<b>Monday, Tuesday &amp; Wednesday</b>
<b>Congressional Districts II &amp; III</b>	<b>Monday, Tuesday and Thursday</b>

The revised schedule will remain in effect until the common work-from-home (WFH) arrangement is lifted. Tingloy Sub-Office remains exempted and may transact with the Records Office from Monday to Thursday.

The scheduled time of transactions also remains the same, from 7:00 AM to 3:00 PM, to cover other records management tasks.

For further concerns, you may e-mail [sdobatangas.records@deped.gov.ph](mailto:sdobatangas.records@deped.gov.ph).

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 IGG/DA\_ SDO Batangas Province Records Section's Revised Schedule of Transactions for Schools and Sub-Offices  
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