



Republic of the Philippines
Department of Education
REGION III

SCHOOLS DIVISION OF ANGELES CITY



February 11, 2021

DIVISION MEMORANDUM

No. 038 s. 2021

**SUSTAINING THE DIVISION OFFICE'S PROVISION OF QUALITY SERVICE THROUGH
CLIENTELES' FEEDBACK**

To : Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Unit Heads
Heads of Public Elementary, Integrated, Junior and Senior High Schools
Teaching and Non-teaching Personnel
Division Stakeholders and Clientele
All Other concerned

1. With the objective of sustaining the quality service that the Division gives to its clientele, please be informed that effective February 15, 2021, all visitors of the Division will be requested to fill-up a Feedback Form after doing the transaction with the concerned Division Office Personnel.
2. In view of this, all Division Office visitors, including visitors of the SGOD, Medical Unit and LRMSD will be requested to log-in at the Main Entrance and secure a visitor's ID before proceeding to the personnel/office to be visited. The visitor, upon finishing the transaction with the Division personnel will return the visitor's ID and will be requested to fill up a Feedback Form.
3. All Division personnel are reminded to do transactions only with visitors who have Visitor's ID pinned on their shirt/blouse. The Chiefs/Unit Heads are to monitor the compliance of their team to the directives of this Memorandum.
4. The Monitoring and Evaluation Team and the Quality Management Review Team are to monitor the over-all implementation of the Feedbacking System while the Administrative Office will take charge of the frequent disinfection of the Division Office Main Entrance and the Visitor's Identification Cards.
5. Wide dissemination of and compliance to this Memorandum are earnestly desired.

MA. IRELYN P. TAMAYO, Ph.D., CESE
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

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