



Republic of the Philippines  
Department of Education  
Region V  
SCHOOLS DIVISION OF SORSOGON

February 5, 2024

**DIVISION MEMORANDUM**  
No. 017 s. 2024

**PUTTING UP OF DIVISION EXTENSION OFFICE IN PILAR II DISTRICT**

To: Assistant Schools Division Superintendent  
All Elementary Secondary School Heads of Pilar, Castilla and Donsol  
Integrated Schools School Heads  
PSDS and OIC PSDS  
All others concerned

1. This office informs the field that the plan for putting up of division extension office is already in place.
2. The proposed division extension office will be in Pilar II Central School, Putiao, Pilar, Sorsogon, a strategic and accessible place that would cater all the schools in Pilar, Castilla and Donsol. Once established, school heads and other personnel need not go to main office to transact official and other business but may visit the extension office on the Schools Division Superintendent's schedule.
3. In view of the foregoing, expenses for putting of the extension office that includes materials, labor, furniture, fixtures and equipment including the transportation, meal allowance and incidental expenses of the persons involved in the planning, implementation and supervision of this project will also be charged to local school funds/MOOE of schools in Donsol, Pilar and Castilla subject to usual accounting and auditing rules and regulations.
4. This activity is contributory in the realization of Division Change Plan, THE VILLAGE, INC.
5. For information and guidance.

**WILLIAM E. GANDO, CESO VI**  
Schools Division Superintendent



Sorsogon Sports Complex, Balogo, Sorsogon City 4700  
Landline (056) 421-5415  
Email: [sorsogon@deped.gov.ph](mailto:sorsogon@deped.gov.ph)

**THE VILLAGE INC.** – Total Holistic Education through Vibrant Integrated Linkages with Leadership, Alliances, Groups and Entities to Individually Nurture Children

