



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

Office of the Schools Division Superintendent

October 25, 2023

DIVISION MEMORANDUM

No. 203 s. 2023

**OPERATIONALIZATION OF DepEd SORSOGON DIVISION EXTENSION
OFFICE (DESDEO)**

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors/ Coordinators
Education Program Specialists
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads

1. The **DepEd Sorsogon Division Extension Office (DESDEO)** located at INACT Complex, San Pedro, Irosin, Sorsogon is fully operationalizing its services under the supervision of the undersigned.
2. The **DESDEO** shall cater to the needs of the schools and districts from six (6) municipalities namely, Juban, Irosin, Bulusan, Sta. Magdalena, Matnog, and Bulan as well as other offices/ districts who might choose to avail services at the extension.
3. The **DESDEO** has four personnel:

OIC-Administrator – shall act as the focal person and herewith supervise, monitor, and engage in the particular operations of the extension office and shall also ensure that the systematic flow of the operation is devoid of inaccuracy and erroneous elements.

Officer of the Day (OOD) – will be assigned on a rotation basis and shall assist the OIC-Administrator with administrative tasks and incidents that require immediate attention.



Sorsogon Sports Complex, Brgy. Balogo, Sorsogon City, Sorsogon 4700
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Website: depedsorsogon.com.ph



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Two (2) Office Staff – one shall handle and secure the receiving of files, documents, reports, projects, plans, and relevant papers for submission while the other shall manage and assure the releasing of files, documents, reports, projects, plans, and other relevant papers.

4. Documents submitted at **DESDEO** will be forwarded to the main **SDO Sorsogon Office** every Tuesday and Thursday of the week or as the need arises.
5. The concerned **Head Offices** at the **SDO** shall immediately include in the Division Programs the operationalization of the **DESDEO** and shall therefore provide from the Annual Budget the necessary funding needed for its operational expenses as subject to the usual accounting and auditing rules and regulations.
6. To keep the schools and offices informed and updated on the services of the **DESDEO**, please contact 0985 760 0135 (Hennan) or email @ maria.galon002@deped.gov.ph
7. Schools and offices in the *Service Areas* are urged to take active participation in supporting this extension office to bring the services nearer to our clientele.
8. For information and guidance of all concerned.


WILLIAM E. GANDO, CESO VI
Schools Division Superintendent



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