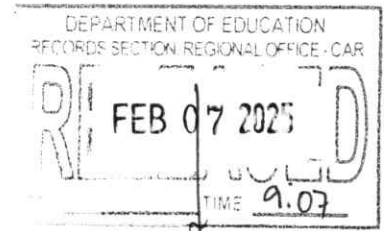




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



06 February 2025

REGIONAL MEMORANDUM

No. 096.2025

ADVANCE NOTICE FROM CLIENTS WHEN ARRIVING AT THE REGIONAL OFFICE OUTSIDE OFFICE HOURS

To: Assistant Regional Director
Schools Division Superintendents
All Others Concerned

1. In accordance with the commitment of DepEd – CAR Regional Office to provide clients with streamlined services, this office respectfully requests walk-in clients to provide advance notice when arriving at the Regional Office before or after regular office hours which is 8:00 AM to 5:00 PM, Monday to Friday. This is in adherence to security protocols within the office.
2. All walk-in clients who will be arriving outside office hours are advised to inform the office through the Administrative Services Division by providing the following information:
 - Name
 - Division/School
 - Date and Time of Arrival
 - Purpose of Visit
3. For more details, kindly contact the **Administrative Services Division** at Tel. No. **422-1318 or 422-1804** or through email at car.admin@deped.gov.ph.
4. For dissemination, information, and strict compliance.


ESTELA P. LEON – CARIÑO EdD, CESO III
Director IV/Regional Director


ASD/MAB/mpc 02062025



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601

Telephone No: (074) 422 – 1318

Email Address: car@deped.gov.ph

 DepEd Tayo Cordillera

 <https://depedcar.ph>



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