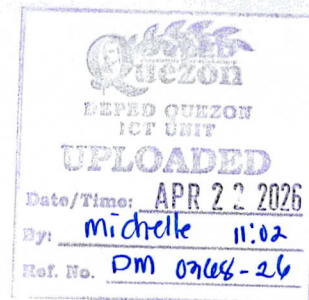




Republic of the Philippines  
**Department of Education**  
REGION IV-A - CALABARZON  
SCHOOLS DIVISION OF QUEZON PROVINCE



22 April 2026

**DIIVSION MEMORANDUM**

No. 0768 s. 2026

**SUBMISSION OF ACTION PLANS AND STATUS OF IMPLEMENTATION REGARDING  
AUDIT OBSERVATIONS**

**To:** Assistant Schools Division Superintendents  
Chiefs – CID/SGOD  
Section Heads  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In relation to the 2025 Management Letter received from the Commission on Audit (COA), all functional units and schools with actions for compliance are hereby directed to prepare and submit their respective Action Plans and Status of Implementation addressing the audit observations and recommendations.
2. All duly signed submissions by the head of the unit/school or by the addressee of the Audit Observation Memorandum (AOM) must be forwarded to the email of the Office of the Schools Division Superintendent (OSDS) at [sdo.quezon.sds@deped.gov.ph](mailto:sdo.quezon.sds@deped.gov.ph) for consolidation and subsequent submission to COA as part of our compliance requirements.
3. The prescribed template to be used is attached to this memorandum. A soft copy of the template can also be accessed at: <https://tinyurl.com/agencyactionplan2025>.
4. Immediate and wide dissemination of this Memorandum is hereby directed.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

DEPEDQUEZON-TM-SDS-04-009-003



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