



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



12 May 2026

DIVISION MEMORANDUM

No. 0440, s. 2026

**REQUEST TO REVIEW DRAFT INTERNAL SERVICE CHARTERS
FOR SDOS AND SCHOOLS**

To: Assistant Schools Division Superintendents
Division Chiefs
Section Heads
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. In reference to DM-OURHODI-2026-1654 titled "Review of the Draft FY 2026 Internal Service Charters for Schools Division Offices and Schools", this Office directs all SDO Unit Heads and School Heads to review and update the internal services of DepEd across all governance levels.
2. Chiefs, Unit/Section Heads, and School Heads shall provide their comments through the Google Form link <https://tinyurl.com/CommentsDepEdIntCC> **on or before May 13, 2026 (Wednesday)**.
3. The draft service standards for internal services may be accessed via <https://tinyurl.com/DepEdDraftInternalCC> using your DepEd email credentials.
4. Immediate dissemination of and strict compliance with this Memorandum is directed.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

DEPEDQUEZON-TM-SDS-04-009-003



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