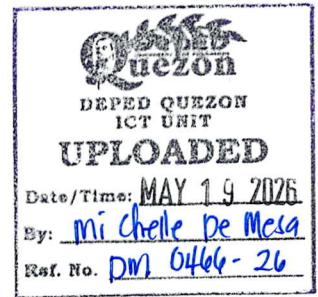




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



19 May 2026

DIVISION MEMORANDUM

No. 0466, s. 2026

ADDENDUM TO DM NO. 0450, S. 2026 ORIENTATION ON THE UPDATING OF SCHOOLS' CITIZEN'S CHARTER IN ALIGNMENT WITH THE DEPED CITIZEN'S CHARTER 2026 EDITION

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

1. With reference to the Division Memorandum No. 0450, s. 2026 titled, "Orientation on the Updating of Schools' Citizen's Charter in alignment with the DepEd Citizen's Charter 2026 edition", this Office announces that the deadline for submission of the updated Citizen's Charters of schools in SDO Quezon is on **June 3, 2026**.
2. Schools are directed to access the templates for the Citizen's Charter Handbook, the Citizen's Charter Certificate of Compliance, and the copy of the orientation presentation through <https://tinyurl.com/2026QuezonCitizensCharter>.
3. In updating the Citizen's Charter, schools must be guided by the following:

Coverage	Original Page No.	Action to be taken	Page No.	Remarks
Title	1	<ul style="list-style-type: none"> Replace the DepEd Quezon Logo with School Logo 	1	
Cover Page	2	<ul style="list-style-type: none"> Replace the DepEd Quezon Logo with School Logo Replace the test "Schools Division Office of Quezon Province" with the name of your school and district, ensuring that the font type and size remain unchanged 	2	Font style: Arial Font size: 20
Brief History of the School		<ul style="list-style-type: none"> Include a brief history of the School 	3-4	

DEPEDQUEZON-TM-SDS-04-009-003



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Website: <https://quezon.deped.gov.ph>



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DepEd Organizational Structure per D.O 52, s. 2015	5	<ul style="list-style-type: none">The Schools Division Office Organizational Structure should be retained without editing	5	(No editing)
	5	<ul style="list-style-type: none">The Organizational Structure of the School should be added	5	

- All succeeding pages are already prepared and ready for printing, and these can be accessed through <https://tinyurl.com/2026QuezonCitizensCharter>. The succeeding pages are consolidated in the reference file named Schools CC 2026.pdf, which must be used as the official basis for printing.
- After completing the updates, schools must download the Citizen's Charter Certificate of Compliance, save the edited file using the format **District_SchoolIDSchoolName_COC**, convert it into PDF, and upload it through <https://tinyurl.com/2026CitizensCharterUpload>.
- Immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

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