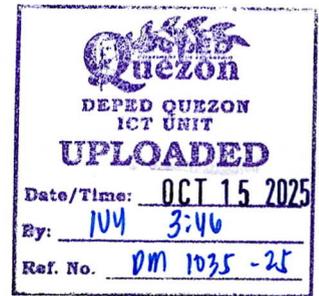




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



13 October 2025

DIVISION MEMORANDUM
DM No. 1035, s. 2025

**STRICT OBSERVANCE OF THE VISIBILITY AND PRESENCE
OF SCHOOL HEADS IN THEIR RESPECTIVE SCHOOLS
FOR DAY-TO-DAY OPERATIONS AND MANAGEMENT**

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

1. Attached is Regional Memorandum No. 717, s. 2025, titled "Strict Observance of the Visibility and Presence of School Heads in their Respective Schools for Day-to-Day Operations and Management".
2. Immediate dissemination of this Memorandum is desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

LORENA S. WAGSUMBAT, EdD.
OIC-ASDS

cid-ims/wfg/dmdg/10/13/2025

DEPEDQUEZON-TM-SDS-04-009-003

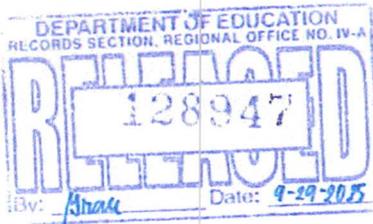


Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321

DepEdTayoQuezon

www.depedquezon.com.ph

quezon@deped.gov.ph



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



September 25, 2025

Regional Memorandum

No.717 s.2025

**STRICT OBSERVANCE OF THE VISIBILITY AND PRESENCE
OF SCHOOL HEADS IN THEIR RESPECTIVE SCHOOLS FOR
DAY-TO-DAY OPERATIONS AND MANAGEMENT**

To: **Schools Division Superintendents**

1. In reference to RA 9155¹, and DO No. 007, s. 2024² this Office, through the Field Technical Assistance Division, reiterates that the strict observance of the visibility and presence of school heads in their respective schools for day-to-day operations and management for effective governance and management of public schools, which are essential to the delivery of quality basic education.
2. The presence and visibility of School Heads in their respective posts are indispensable to ensure the smooth conduct of daily school operations, the implementation of educational programs, and the prompt resolution of issues affecting learners, personnel, and stakeholders, which reiterates the accountability of school heads for the day-to-day management of schools and the implementation of DepEd policies and programs.
3. All School Heads are hereby directed to strictly observe physical presence and visibility in their respective schools during official working hours, except when attending to official business outside the school premises, duly authorized by the Schools Division Superintendent or higher authority.
4. Schools Division Superintendents shall ensure strict compliance with this Memorandum. Regular monitoring and spot checks by the Field Technical Assistance Division shall be conducted to ensure the presence of School Heads in their respective posts.
5. For inquiry, kindly contact Chief Michael Girard R. Alba of the Field Technical Assistance Division via email michael.alba@deped.gov.ph, or you may call 09913842394.

¹ The Governance Act of Basic Education

² The School Based Management System



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



6. Immediate dissemination and strict compliance with this Memorandum are highly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director 

04/ROF1