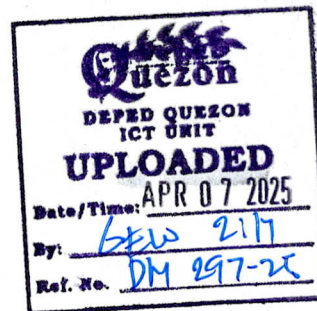




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



02 April 2025

**DIVISION MEMORANDUM**

**DM No. 297, s. 2025**

**SUBMISSION OF CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES OF LEARNERS**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
Teaching and Non-Teaching Personnel  
All Others Concerned

1. In order to properly plan, allocate resources, and ensure smooth coordination of activities within the school, all co-curricular and extra-curricular activities must be submitted to the Schools Division Office **at least 30 working days** before the scheduled date of the activity.
2. This policy applies to all co-curricular and extra-curricular activities organized within the school, including but not limited to:
  - Field trips or educational tours
  - Scouting/Camp
  - Socialization, Promenade and other party
  - Training, Workshop, Orientation and Symposium (learner participants)
  - Others activity that are related to co-curricular and extra-curricular activities
3. All requests shall be submitted to SDO-Records Section for encoding/receiving in the Online Document Tracking System at least 30 working days before the proposed date of the activity. Activities that do not meet the submission deadline will not be approved or considered.
4. It is expected that all compliance documents, upon return to your expected station, must be complied with or submitted at least 8 to 14 working days before the scheduled activities to ensure timely review and coordination. Failure to comply with this deadline may result in the disapproval of the activity.
5. This policy shall take effect immediately upon the approval of this Memorandum by the Top Management.

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



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6. For any questions or clarifications, kindly coordinate with SGOD thru Mr. Rommel T. Oczon, Project Development Officer I with Email Address: [rommel.oczon@deped.gov.ph](mailto:rommel.oczon@deped.gov.ph).

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

sgod/rto/04/02/2025

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