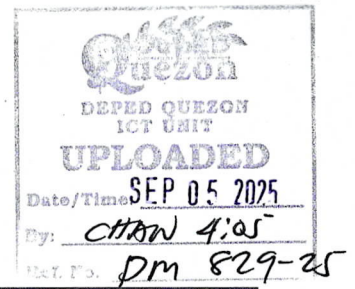




Republic of the Philippines
Department of Education
Region IV-A CALABARZON
SCHOOLS DIVISION OF QUEZON PROVINCE



5 September 2025

DIVISION MEMORANDUM
DM No. 829, s. 2025

**ONE-MONTH LEAD TIME FOR SUBMISSION OF ACTIVITY REQUESTS/PROPOSALS
TO THE SCHOOLS DIVISION OFFICE (SDO)**

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

1. This is to advise the field of strict adherence to the **one-month lead time** for submission of Activity Requests and Project Proposals in the Schools Division Office (SDO).
2. All activity requests or proposals must be submitted to the SDO at least one (1) month prior to the intended date of implementation. This lead time ensures adequate review, coordination, and approval in accordance with established standards and timelines.
3. Immediate dissemination of and strict adherence to this Memorandum is desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent


JOEPI F. FALQUEZA
Assistant Schools Division
Superintendent

SGORRA/09/05/2025

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