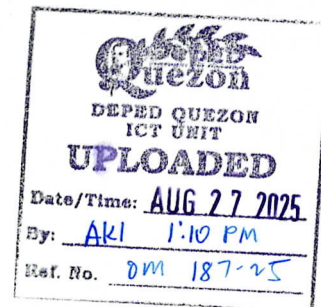




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



27 August 2025

OFFICE MEMORANDUM
OM No. 187, s. 2025

POLICY ON THE IMPLEMENTATION OF CUT-OFF TIME IN THE APPROVAL AND UPLOADING OF MEMORANDUM

To: Assistant Schools Division Superintendents
Division Chiefs
Unit and Section Heads
All Others Concerned

This Office hereby issues the following policy guidelines on the implementation of cut-off time in the approval and uploading of memorandum to ensure smooth workflow, proper documentation, and timely dissemination of information. The following provisions shall strictly be observed:

1. **Approval of memorandum shall be until 4:00 PM only, while uploading shall be until 4:30 PM, both strictly observed on working days;**
2. Memorandum submitted or approved **beyond the prescribed cut-off time** shall be uploaded on the **next working day**;
3. **Event or activity related issuances must be released at least one (1) day before the scheduled date** to allow sufficient time for dissemination, preparation, and compliance; and
4. **Issuances prescribing deadlines for the submission of reports or pertinent documents from the field must be uploaded ahead of time** to give schools ample opportunity to prepare and comply.

Your cooperation is vital in maintaining efficiency and order in document management and official communications.

For strict compliance.


JOEPI F. FALQUEZA
Assistant Schools Division
Superintendent

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

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