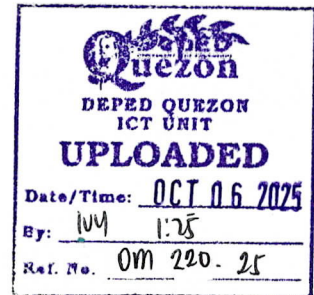




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



30 September 2025

OFFICE MEMORANDUM
OM No. 220, s. 2025

**PROCESSING OF ACTIVITY REQUEST (AR) AND AUTHORITY TO CONDUCT (ATC)
FOR PROGRESS MONITORING**

To: Assistant Schools Division Superintendents
Division Chiefs
Division Section/Unit Heads
Division Program Owners
All Others Concerned

Pursuant to **DepEd Order No. 11, s. 2021**, titled **Guidelines on the Operationalization of the Program Management Information System**, the School Governance and Operations Division – School Management Monitoring and Evaluation (SGOD-SMME) Section is mandated to review all submitted Activity Requests (ARs) and Authority to Conduct (ATC) documents to ensure compliance with existing standards and alignment with approved plans.

In this regard, all operating units are directed to submit ARs and ATCs **at least three (3) days** prior to the intended use of said documents to the SGOD-SMME Section. This policy is instituted to provide ample time for thorough review and validation, as well as to prevent delays in the implementation of planned activities brought about by the large volume of documents submitted for review from various operating units.

Further, all operating units are **advised to carefully check the alignment of the proposed activity and its expected outputs indicated in the document prior to submission**. This will help ensure accuracy, avoid unnecessary corrections, and prevent delays in the processing of the documents.

To facilitate proper evaluation, each submission of AR and ATC shall be accompanied by the following **supporting documents**, as may be applicable:

- Approved Work and Financial Plan (WFP);
- Approved Activity Proposal;
- Document showing the source of fund (e.g., Special Allotment Release Order [SARO], Sub-Allotment Release Order [Sub-ARO]); and
- Other relevant supporting documents.

DEPEDQUEZON-TM-SDS-04-010-005



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
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Submissions that are **incomplete or lacking the required attachments will not be processed until compliance is made**. The responsibility of ensuring the timeliness and completeness of AR and ATC submissions lies with the initiating operating unit.

For concerns regarding the processing of ARs and ATCs, kindly coordinate with the following **PMIS-Progress Monitoring Focal Persons**:

Focal Person	MARY JOYCE P. SALAMAT SMME-EPS II
Alternate, Focal Person	MICHELLE G. DUMA SMME-SEPS

Immediate and strict compliance with this Memorandum is expected.


ROMMEL O. BAUTISTA, CESO V
Schools Division Superintendent

smemgd09/30/2025

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