



Republic of the Philippines  
**Department of Education**  
REGION IV- A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS


03 October 2025

DIVISION MEMORANDUM  
No. 698 s. 2025

**REITERATION OF 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 Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Heads, Public Elementary and Secondary Schools  
All Others Concerned

1. In reference to **RA 9155, DO No. 7, s. 2024**, and **RM No. 717, s. 2025** this Office, through the School Governance and Operations Division (SGOD), reiterates that school heads must be visible and physically present in their respective schools for day-to-day operations and management, the responsibility and accountability of school heads, and the implementation of DepEd policies and programs.
2. The school heads must be in school except when they are attending official business outside the school premises duly authorized by the Schools Division Superintendent.
3. This is to ensure the smooth conduct of daily operations, the implementation of educational programs, and the prompt resolution of issues affecting learners, personnel, stakeholders, and curriculum delivery.
4. Relative to this, there will be regular conduct of monitoring and spot checks by the Division Field Technical Assistance Team to schools for the S.Y. 2025 – 2026 starting this month.
5. For queries and concerns, please contact Montano L. Agudilla Jr., Senior Education Program Specialist at [montano.agudillajr@deped.gov.ph](mailto:montano.agudillajr@deped.gov.ph).
6. For strict and immediate compliance.

  
**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

Encl.: As stated  
References: RA 9155, DO No. 7, s. 2024  
RM No. 717, s. 2025  
To be indicated in the Perpetual Index  
under the following subjects:

VISIBILITY  
PRESENCE OF  
SCHOOL HEADS  
RESPECTIVE SCHOOLS

SGOD- reiteration of strict observance of the visibility and presence of school heads in their respective schools for day-to-day operations and management  
SGOKTQQK-003604/October 3, 2025





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 9155<sup>1</sup>, and DO No. 007, s. 2024<sup>2</sup> 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](mailto:michael.alba@deped.gov.ph), or you may call 09913842394.

<sup>1</sup> The Governance Act of Basic Education

<sup>2</sup> The School Based Management System

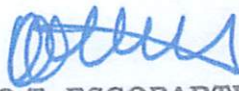




Address: Gate 2, Karangalan Village, Cainta, Rizal  
Telephone No.: 02-8682-2114  
Email Address: [region4a@deped.gov.ph](mailto:region4a@deped.gov.ph)  
Website: [depedcalabarzon.ph](http://depedcalabarzon.ph)



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

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
 Regional Director 

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