



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

6 Oct 2025

UNNUMBERED MEMORANDUM

**STRICT OBSERVANCE OF THE VISIBILITY AND PRESENCE OF SCHOOL
HEADS IN THEIR RESPECTIVE SCHOOLS FOR DAY-TO-DAY
OPERATIONS AND MANAGEMENT**

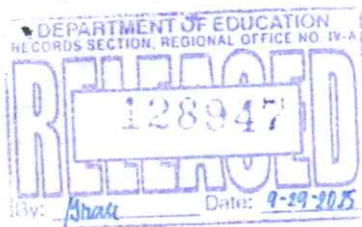
TO: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Education Program Supervisor
Public Schools District Supervisors
Public School Heads
All Others Concerned

1. Attached is the Regional Memorandum No. 717 s. 2025 re: Strict Observance of the Visibility and Presence of School Heads in their Respective Schools for Day-To-Day Operations and Management.

2. Immediate and widest dissemination of this Memorandum is earnestly desired.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent 

ABCJr., Strict Observance of the Visibility and Presence of School Heads in their Respective Schools for Day-To-Day Operations and Management, S2-112264, 10-6-2025



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

DepEd-Division
of Batangas

ICT SECTION

RECEIVED
S2-112264

Date: 10/02/2025
Time: 10:27 AM
By: ICT HJ



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 9155¹, and DO No. 007, s. 2024² 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, or you may call 09913842394.

¹ The Governance Act of Basic Education

² The School Based Management System



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



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


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director 

04/ROF1