



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

14 May 2026

DIVISION MEMORANDUM

No. **047**, s. 2026

ISSUANCE OF MEMORANDUM TO ALL PERSONNEL WITH LATE SUBMISSIONS
OR NON-COMPLIANCE WITH REPORTS AND OTHER DOCUMENTS
REQUIRED BY DIFFERENT GOVERNANCE LEVELS

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
SDO Section/Unit Heads and Staff
Public Elementary and Secondary School Heads
All Others Concerned

1. With reference to Republic Act No. 6713, titled **Code of Conduct and Ethical Standards for Public Officials and Employees**, all public officials and employees are mandated to observe the timely filing of reports, performance reports, and other accountability documents.
2. To ensure that all DepEd Sarangani officials and employees shall adhere to the above, a memorandum shall be issued to any personnel found to have late submissions or non-compliance with reports and other documents required by different levels of governance. Enclosed is the template of the memorandum for easy reference.
3. This also aims to ensure that all concerned personnel shall act with responsibility, integrity, competence, loyalty, patriotism, and justice, while prioritizing public interest over personal gain.
4. For inquiries, contact Mr. Felipe B. Tuyogon, Jr. at felipe.tuyogon@deped.gov.ph.
5. Widest dissemination of and strict compliance with this Memorandum is directed.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: As stated

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:





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RULES AND REGULATIONS

Adriano A. Daligdig/SGOD/DM – issuance of memorandum to all personnel with late submissions or non-compliance with reports and other documents required by different governance levels

0336/May 14, 2026



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Prescribed Office Header

MEMORANDUM

00 May 2026

TO : **NAME OF PERSONNEL CONCERNED**
Position/Designation
Office/Section/Unit/District/School

SUBJECT : **FAILURE TO SUBMIT (TYPE OF REPORT)**

1. Records would show that, as of (date), the required reportorial documentary requirements for _____ pursuant to Division/Office Memorandum No. ____, series of ____, have not yet been submitted.
2. Submission of the required reports is mandatory and forms part of your official duties and responsibilities. Failure to comply with lawful office directives may constitute insubordination under Rule 10, Section 68(B)(6) of the 2025 Rules on Administrative Cases in the Civil Service (RRACCS), as well as violations of Republic Act No. 6713.
3. You are hereby directed to submit the required report and/or a written explanation for the delay or non-submission within three (3) working days from receipt of this Memorandum.
4. Failure to comply within the prescribed period shall be construed as a waiver of your right to explain.
5. For strict compliance.

(NAME OF HEAD OF OFFICE)

Designation of Head of Office

cc: 201 File
Legal Unit
OSDS Proper