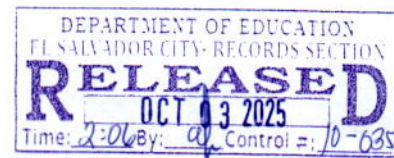




Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY



September 29, 2025

DIVISION MEMORANDUM  
NO. 351, s. 2025

**RESTRICTION ON DIVISION OFFICE VISITS BY SCHOOL  
HEADS AND TEACHERS**

To: Assistant Schools Division Superintendent  
Chief CID, SGOD  
Education Program Supervisors  
All Public Elementary and Secondary School Head  
All Public Elementary and Secondary School Teachers  
This Division

1. In line with the implementation of the Academic Recovery and Accessible Learning Program (ARAL) and to ensure that there will be no disruption of classes, all school heads and teachers are restricted to visit the Division Office during class hours. School heads and teachers shall only be accommodated after 4:00 pm.
2. Moreover, school heads are directed to intensively monitor and observe teachers to ensure proper and quality delivery of teaching.
3. Submission of official documents to this Office, concerns relative to MOOE, and the like, shall be handled by the Administrative Officer II, Administrative Assistant III and II, and the school designated liaison officer.
4. The division office security personnel and watchmen will be instructed to prohibit you to enter the Division Office if without valid reasons.
5. This Division Memorandum adheres with the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
6. This Office directs the immediate and wide dissemination of this Memorandum.

  
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

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

POLICY

RE: Restriction on Division Office Visits by School Heads and Teachers



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