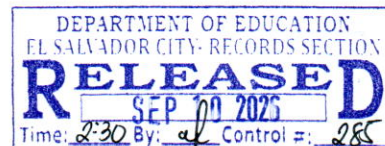




Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



September 10, 2026

DIVISION MEMORANDUM
NO. 285, s. 2026

SUBMISSION TIMELINE AND PROMPT SIGNING OF ACTIVITY DESIGNS

To: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
All Education Program Supervisors
All Section Heads and Program Holders
All Public Elementary & Secondary School Heads
All Others Concerned

1. To ensure thorough technical review, proper alignment with division standards, and timely processing of budgetary requirements, this Office hereby reiterates the strict deadline for the submission and routing of Activity Designs for all division and school activities.
2. All Activity Designs, along with complete attachments such as the program matrix and budgetary requirements, must strictly adhere to the standardized division template and NQMS format to avoid errors, repetition, and resubmission.
3. Complete documentation must be submitted to the Office of the Schools Division Superintendent through proper channels **at least one month prior to the scheduled conduct of the activity** to allow reviewing units sufficient time for financial and technical evaluation.
4. Any Activity Design submitted outside the required one-month duration or non-compliant with the prescribed division and NQMS templates shall be returned to the program holder without action for rectification or rescheduling.
5. All section heads are obligated to sign and act upon Activity Designs immediately upon receipt to prevent delays in other units and ensure a smooth, efficient transaction workflow.
6. Immediate and wide dissemination of this Memorandum is hereby directed.


RANDOLPH B. TORTOLA
Schools Division Superintendent

To be included in the **Perpetual Index**
under the following subjects

POLICY PROGRAMS ACTIVITY DESIGNS