



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

January 12, 2026

DIVISION MEMORANDUM

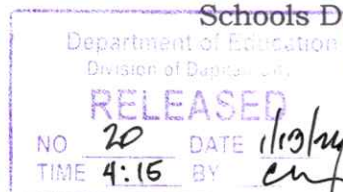
No. 20, s. 2026

**REITERATION ON THE DISPLAY AND AVAILABILITY OF
THE UPDATED DEPED CITIZEN'S CHARTER HANDBOOK**

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

1. In reference to Division Memorandum OSDS-2025-519, dated August 8, 2025 relative to the display and availability of the DepEd Citizen's Charter Handbook 2025 (1st Edition), and in strict adherence with Section 6 of RA 11032, this Office reiterates the directive for strict and full compliance by all concerned offices and schools.
2. All offices and schools are hereby directed to ensure that the DepEd Citizen's Charter Handbook 2025 (1st Edition), particularly the internal and external services relevant to their respective offices or schools are prominently displayed in conspicuous and accessible areas, particularly at transaction counters and other areas where frontline services are rendered. The Citizen's Charter shall be clearly visible, readable and readily available to clients and stakeholders at all times.
3. This reiteration is issued in anticipation of the forthcoming inspection and validation by the Civil Service Commission under the Anti-Red Tape Authority framework, during which compliance with the display accessibility and availability requirements of the Citizen's Charter shall be strictly assessed. The full document is accessible through the official Division Office website: <http://depeddapitancity.net>
4. Immediate and wide dissemination of this Memorandum is desired.

JAY S. MONTEALTO, CESO VI
Schools Division Superintendent



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