



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

Office of the Schools Division Superintendent

August 8, 2025

DIVISION MEMORANDUM

OSDS-2025- 519

POSTING OF THE 2025 DEPED CITIZENS' CHARTER

To: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads/Principals/TIC
OSDS Section Heads/Staff
All Others Concerned

1. In compliance with Republic Act No. 11032, also known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018," and in line with the Department of Education's commitment to transparency, accountability, and efficient service delivery, all Division/Section Heads, as well as School Heads, are hereby directed to print and prominently display the 2025 DepEd Citizen's Charter, specifically the internal and external services relevant to their respective offices or schools. The Charter must be posted in areas that are conspicuously visible and easily accessible to customers and the general public.

2. The updated Citizens' Charter serves as an essential reference for clients and stakeholders. It outlines service standards, step-by-step procedures, documentary requirements, and turnaround times for each frontline service. The full document is accessible through the official Division website: <https://depeddapitancity.net>

3. For immediate dissemination and strict compliance.

JAY S. MONTEALTO, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

