



Republic of the Philippines
Department of Education
Negros Island Region
SCHOOLS DIVISION OF SAGAY CITY

July 9, 2025

DIVISION MEMORANDUM

No. 402, s. 2025

GUIDELINES ON THE MANAGEMENT STRUCTURE OF INTEGRATED SCHOOLS

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

1. In line with the existing DepEd policies and to ensure effective governance and instructional leadership in Integrated Schools (offering Kindergarten to Grade 12), the following guidelines shall be observed regarding school leadership and management structure:

- a. **Unified Management of Integrated Schools.** Integrated Schools must be managed as one institution under a single School Head. Regardless of levels offered, there shall be only one School ID, one School Improvement Plan (SIP), and one Annual Implementation Plan (AIP).
- b. **Designation of the School Head.** If a **Principal** is assigned to the Integrated School, he/she shall serve as the **overall School Head**, exercising full leadership and supervision over all grade levels (Kinder to Grade 12). The Principal shall oversee school planning, operations, curriculum supervision, and personnel management across all departments. Integrated schools have a unified instructional program, the curriculum and learning activities are designed to be consistent and integrated across both levels.
- c. **Role of Head Teachers.** Where a Head Teacher is also assigned in the Integrated School, they shall support the instructional supervision of specific departments or grade levels as designated by the Principal. Head Teachers are not co-equal to the Principal and shall report to the School Head in all matters of school operation and governance.
- d. **Temporary Designation (if no Principal is assigned).** In cases where there is no appointed Principal, a Head Teacher or Teacher In – Charge may be designated to lead and manage the school. The designation shall be temporary until such time a qualified Principal is appointed.
- e. **Avoidance of Duplication.** Schools must ensure that operations, planning, and implementation are **unified and aligned**, avoiding



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duplication of reports, activities, or leadership structures. Collaboration among teaching staff across levels is encouraged for seamless delivery of the K to 12 curriculum.

2. It is understood that the Equal Opportunity Principle (EOP) is strictly adhered to in the conduct of this activity. Thus, there shall be no discrimination on account of age, gender identity, sexual orientation, civil status, disability, social status, religion, ethnicity and political affiliations or other personal circumstances.
3. Immediate and strict compliance of this Memorandum is directed.

DANNIE CLARK M. UGUIL
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Officer In-charge
Office of the Schools Division Superintendent



Enclosure : None
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