



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OF SCIENCE CITY OF MUNOZ

March 19, 2026

**SCHOOLS DIVISION MEMORANDUM**

No. 120, s. 2026

**STUDENT SCHOOL HANDBOOK**

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

**Subject:** Review and Enhancement of Student School Manuals

1. The Student School Manual (or Handbook) serves as the primary guide to a school's policies, rules, and procedures. It ensures a safe, consistent, and productive learning environment by informing students and parents of their rights, responsibilities, behavioral expectations, and available services. As such, it is a crucial reference for effective school operations.
2. In this regard, all school manuals are due for review to further strengthen their content, ensuring ease of implementation and uniformity in application across schools.
3. School Heads are hereby requested to provide inputs, suggestions, and guidance to improve and develop a more responsive and suitable Student School Manual for all schools within the division.
4. The Legal Officer and/or designated staff shall review the submitted manuals and provide appropriate recommendations.
5. For questions and clarifications, please communicate with Ms. Emma L. Leño, Legal Assistant I, through her email address [emma.leano@deped.gov.ph](mailto:emma.leano@deped.gov.ph).
6. Immediate and widest dissemination of this Memorandum is desired.



*Johanna N. Gervacio*  
**JOHANNA N. GERVACIO, PhD, CESO V**  
Schools Division Superintendent

Encl: as stated  
Reference: None  
To be indicated in the Perpetua Index  
Under the following subjects:

**SCHOOL MANUAL**

ELL/student school handbook  
006/March 19, 2026



Address: Brgy. Rizal, Science City of Muñoz, 3119  
Email Address: [munozone.science.city@deped.gov.ph](mailto:munozone.science.city@deped.gov.ph)