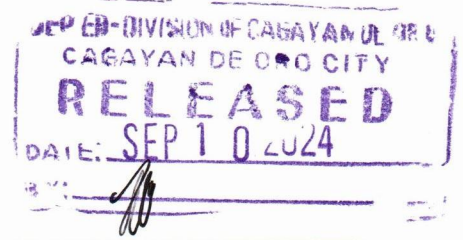




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

9 September 2024

DIVISION MEMORANDUM
No. 674, 2024

REITERATION OF THE POLICY ON NO DISRUPTION OF CLASSES
AND CONDUCT OF INTENSIVE SCHOOL MONITORING AND
INSTRUCTIONAL SUPERVISION IN SCHOOLS

To: Assistant Schools Division Superintendent
Chiefs, CTD and SGOD
Curriculum and Teaching Division Personnel
Concerned SGOD Personnel
All Public Secondary and Elementary School Heads
All Public Secondary and Elementary Teachers
This Division

1. In adherence to DepEd Order No. 9, s. 2005, titled *Instituting Measures to Increase Engaged Time-on-Task*, this Office underscores the importance of ensuring that classes are free from disruption. All schools must prioritize continuous and uninterrupted learning in their day-to-day operations. Activities that may interfere with instructional time should be minimized or rescheduled to prevent any disruption to the learning process.
2. All school heads are required to remain present in their respective stations throughout the workweek and may only be permitted to attend to official business outside their schools on Fridays. Attendance at meetings, seminars, or trainings must be supported by an official memorandum, ensuring accountability and transparency in such engagements.
3. All Personnel from the Curriculum and Teaching Division (CTD) and School Governance and Operations Division (SGOD) are directed to conduct regular monitoring and intensive instructional supervision from Monday to Friday. This supervision should focus on maintaining a conducive learning environment and ensuring that curriculum delivery adheres to the prescribed competencies and learning standards. This process shall assist school heads and teachers in enhancing their instructional methods. The ultimate goal of such monitoring is to ensure that maximum time-on-task is achieved, thereby providing students with meaningful and high-quality learning experiences.
4. A monthly monitoring plan and a locator slip must be submitted to and approved by the respective division chief at least one day prior to the monitoring activity. Further, a weekly accomplishment report, and weekly technical assistance provided, along with certificates of appearance, should be submitted to ensure proper documentation and accountability.
5. See Enclosure 1 for the Monthly Schedule of Monitoring.

6. In adherence to Equal Opportunity Principle (EOP) inclusive and fair treatment shall be accorded to all participants regardless of disability, sexual orientation, gender, age, religion, and ethnicity.

7. For guidance and compliance.


ROY ANGELO E. GAZO 
Schools Division Superintendent 



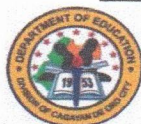
**MONTHLY MONITORING SCHEDULE
SY 2024-2025**

DISTRICT/SCHOOLS	OCTOBER	NOVEMBER	DECEMBER	JANUARY	MARCH	APRIL
Central: City Central School Corrales ES North 1: North CCS Macabalan ES Consolacion ES St John ES Puntod NHS Macabalan NHS Angeles Sisters NHS	January Gay Velenzona Romeo Aclo	Ray Maghuyop Amor Radaza	Sylvio Carciller Mary Caress Galuno	Rochelle Luzano Jairus Gochuco	Phoebe Taruc Derrold Marl Aves	Helen Lucman Eleanor Rollan
North 2: Kauswagan CS City Engineers ES Bonbon ES Bayabas ES Bongbongon ES Kauswagan NHS Bonbon NHS Bayabas NHS	Jerly Eluna Roy Lumban	January Gay Velenzona Romeo Aclo	Ray Maghuyop Amor Radaza	Sylvio Carciller Mary Caress Galuno	Rochelle Luzano Jairus Gochuco	Phoebe Taruc Derrold Marl Aves
East 1: East CCS Cugman ES Gusa ES Malasag ES Camansi IS FS Catanico IS Mintugsok ES Lapasan NHS Cugman NHS Gusa NHS Regional Science HS	Evelyn Sumanda Jerry Taruc	Jerly Eluna Roy Lumban	January Gay Velenzona Romeo Aclo	Ray Maghuyop Amor Radaza	Sylvio Carciller Mary Caress Galuno	Rochelle Luzano Jairus Gochuco
East 2: Bugo CS Puerto ES Linangohan ES Palalan ES Tablon ES Agusan ES Suntingon ES Main Campus Suntingon ES Annex Balubal ES Bugo NHS Tablon NHS Agusan NHS	Juan Mingo Beverly Nicalasura	Evelyn Sumanda Jerry Taruc	Jerly Eluna Roy Lumban	January Gay Velenzona Romeo Aclo	Ray Maghuyop Amor Radaza	Sylvio Carciller Mary Caress Galuno
South: South CCS Macasandig ES Camaman-an ES Kamakawan ES Taguanao ES Indahag ES	Helen Lucman Eleanor Rollan	Juan Mingo Beverly Nicalasura	Evelyn Sumanda Jerry Taruc	Jerly Eluna Roy Lumban	January Gay Velenzona Romeo Aclo	Ray Maghuyop Amor Radaza



Address: Fr. William F. Masterson Avenue, Upper Balulang, Cagayan de Oro City
Telephone: (08822) – 8550048

Indahag ES-Habitat Campus Camaman-an ES- Macapaya Ext CDO-JHS CDO-SHS Camaman-an NHS Macapaya NHS Ext Macasandig NHS Indahag NHS						
West 1: West CCS Balulang ES Fr. William IS Macanhan ES Sacred Heart Village ES Upper Carmen ES PIKIPI ES Carmen NHS Carmen Science HS Balulang NHS	Phoebe Taruc Derrold Marl Aves	Helen Lucman Eleanor Rollan	Juan Mingo Beverly Nicalasura	Evelyn Sumanda Jerry Taruc	Jerly Eluna Roy Lumban	January Gay Velenzona Romeo Aclo
West 2: Bulua CS Baikington ES Bulao ES Pedro Oloy Roa ES Camp Evangelista ES Canitoan ES GL Reyes Anhawon ES Iponan ES Pagatpat ES Pamalihi ES San Simon ES FIL-CHI ES Bulua NHS Baikington NHS Pedro Oloy Roa NHS Bulua NHS-Patag Ext San Simon NHS Pagatpat NHS Iponan NHS Canitoan NHS	Rochelle Luzano Jairus Gochuco	Phoebe Taruc Derrold Marl Aves	Helen Lucman Eleanor Rollan	Juan Mingo Beverly Nicalasura	Evelyn Sumanda Jerry Taruc	Jerly Eluna Roy Lumban
Southwest 1 Lumbia CS Baluarte ES Kiam-is ES Pagalungan ES Tagpangi ES Batinay ES Taglimao ES Pigsag-an ES Tuburan ES Tumpagon ES Lumbia NHS Tagpangi NHS Pagalungan NHS	Sylvio Carciller Mary Caress Galuno	Rochelle Luzano Jairus Gochuco	Phoebe Taruc Derrold Marl Aves	Helen Lucman Eleanor Rollan	Juan Mingo Beverly Nicalasura	Evelyn Sumanda Jerry Taruc

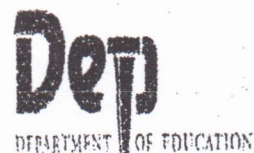


Tuburan NHS Taglimao NHS Pigsag-an NHS Tumpagon NHS						
Southwest 2: Bayanga ES Besigan ES Dansolihon ES Mambuaya ES Man-ai ES Tignapoloan ES Iba IS Upper Tignapoloan ES Mangalay ES Magayad ES Midkiwan ES Balongkot ES Cadayonan IS Dunggoan ES Tignapoloan NHS Bayanga NHS Mambuaya NHS Dansolihon NHS Besigan NHS Man-ai NHS	Ray Maghuyop Amor Radaza	Sylvio Carciller Mary Caress Galuno	Rochelle Luzano Jairus Gochuco	Phoebe Taruc Derrold Marl Aves	Helen Lucman Eleanor Rollan	Juan Mingo Beverly Nicalasura





REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
DepEd Complex, Meralco Avenue, Pasig City



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DepED ORDER
No. 9, s. 2005

MAR 02 2005

To : Undersecretaries
Assistant Secretaries
Bureau/Service/Center Directors
Schools Division Superintendents
School Heads

**INSTITUTING MEASURES TO INCREASE ENGAGED TIME-ON-TASK
AND ENSURING COMPLIANCE THEREWITH**

1. To arrest the deteriorating quality of education, one of the immediate tasks that need to be undertaken is to increase engaged time-on-task. The objective is to meet the required number of school days in every school year and the time allotment for the different subjects in every school day by lessening activities that take teachers and/or students away from the classroom, maximizing the use of the time allotment for every subject, and reducing the non-teaching duties of teachers.
2. As a matter of policy, the prescribed 205 school days shall be strictly spent on engaged time-on-task. A **school day** is defined as a day devoted to instructionally relevant activities pursuant to engaging students in learning the lessons of the curriculum. Any school day or part of a school day spent otherwise is classified as a **disruption**. Any suspension of classes that involves instructionally relevant activities may be classified as a valid school day. However, any other suspension of classes that constitutes a disruption shall be avoided and shall be made up by another school day outside of the school calendar.
3. Suspension of classes for any reason shall be carefully considered, decided and authorized by the Schools Division Superintendent and school heads, while teachers are authorized to alter scheduled activities of their individual classes. The exercise of this authority, however, shall be balanced by the professional responsibility of superintendents, school heads and teachers to insure that students obtain the full benefit of the curriculum-based instruction for the prescribed number of school days contained in the school calendar.

4. Guided by this general objective and its implementing strategy, the following specific measures shall be adopted:

a. Classes should not be suspended even while there are school celebrations of important historical events or significant occasions. Discussions on the significance of these events or occasions, such as United Nations Day, Arbor Day, School Nutrition Month, Environment Month, AIDS Awareness Day, etc., should be integrated in related subject areas during the regular classroom discussions. Streamers should no longer be put up in schools to announce such celebrations. Simple announcements in bulletin boards would suffice.

b. Similarly, with regard to national programs which DepEd is expected to support, integration in regular classroom discussions in the relevant subjects shall serve as the mode of imparting important messages to students. The holding of contests in schools to support such programs shall be conducted outside of school hours.

c. DepED Central Office will no longer endorse competitions sponsored by certain government or non-government entities.

d. Enrichment and remediation classes and individual instruction shall be encouraged to support teaching and learning, and may be conducted during the period to be determined by the School Head.

e. In-service training programs and write shops/module-making, whether organized by the central, regional or division offices as well as the training components of foreign-assisted projects, requiring attendance of classroom teachers shall be scheduled during the five-day mid-year break and during the summer vacation. In the case of school-based or school-cluster based training program, this may be held preferably on Fridays or on weekends.

f. Only schools with school papers shall be allowed to participate in local schools press conferences.

g. Schools Division Superintendents shall ensure that the five-day break at the middle of the school year, which is counted as part of the required number of school days, shall be optimally used by school heads for review and assessment of activities for the first half of the school year, planning for the second half of the school year, and conduct of in-service training programs. Every school head shall prepare an implementation plan for the five-day mid-year break which shall include the in-service training program for teachers and the assignments/projects/homework to be given to students for that period.

h. National, regional or division athletic meets or academic and non-academic competitions, including practices for said meets and competitions shall be allowed on condition that these are held after class hours and days. In determining the composition of delegations to these competitions, regional directors and schools division superintendents should only include the competitors, their coaches, and officiating personnel.



5. To ensure compliance with these measures to increase engaged time-on-task, the following procedures are prescribed:

a. Every school shall prepare its school calendar detailing the day-to-day activities of the prescribed number of school days to be submitted to the Schools Division Superintendent at the start of the schoolyear. Said calendar shall be prepared in consultation with the students, the PTCA and the local government unit concerned.

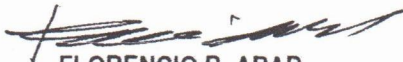
b. Suspension of classes for specific school(s) or school district shall be submitted by the school head or the district supervisor, as the case may be, to the Schools Division Superintendent at least one week before the planned suspension, stating the reason for the suspension of classes and the schedule for the make-up classes. Thereafter, a report on the actual conduct of make-up classes shall also be submitted.

c. At the end of the every school year, the Schools Division Superintendent shall submit a report to the regional office on the actual number of school days held in every school in the division, together with recommendations on how the policy on engaged time-on-task can be further strengthened. Such information shall be used in the performance appraisal of schools, their respective school heads, and the schools division superintendents. Regional and division office supervisors shall monitor the strict compliance of individual school with the required number of school days for each school year. Regional offices shall submit not later than two weeks after the end of the schoolyear to the central office a report on the number of actual school days in the different school divisions under their jurisdiction, together with recommendation on how the policy can be further improved.

6. This DepED Order supersedes DepED Orders No. 20, s. 2003; No. 11, s. 2003 and No. 20, s. 2002.

7. Every school head must send to the Division Office a letter acknowledging receipt of this DepED Order including the date of receipt and committing to comply with its provisions. Schools Division Superintendent shall issue a certification that every school in his/her division has received the DepED Order, attaching therewith a list of schools and date of receipt. These certifications shall be sent to the Central Office (Attention: Undersecretary Ramon C. Bacani), copy furnished the Regional Offices, not later than March 31, 2005.

8. Immediate dissemination of and strict compliance with this Order is mandated.


FLORENCIO B. ABAD
Secretary

References: DepED Orders: Nos. 11 and 20, s. 2003 and 20, s. 2002

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

CALENDAR, SCHOOL
CLASSES

CELEBRATIONS & FESTIVALS
POLICY