



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF TANGUB CITY



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DIVISION OF TANGUB CITY
TANGUB

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DIVISION MEMORANDUM
No. **30**, s. 2018

REITERATING DEPED ORDER NO. 9, S. 2005

(Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith)

To: Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
Elementary and Secondary School Heads
Division Section Heads
All Teaching and Non-Teaching Personnel
This Division

1. This is to reiterate DepEd Order No. 9, s. 2005 re Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith.
2. A school day shall be devoted to instructionally relevant activities in order to meet the required number of school days in the school year. Time allotment for the different subjects shall be observed.
3. School Heads shall perform their core function as instructional leaders and school managers. They are therefore expected to be in their assigned station every school/ office day, except however when there is Official call-up from this Office.
4. School Heads may do official transaction in the Division Office and other government offices on a Friday.
5. This Office respects national and local celebrations other than those indicated in the DepEd Orders No. 25, s. 2017 entitled School Calendar for School Year 2017-2018 and other subsequent DepEd Orders on school calendar of activities, provided that the School Head shall write a letter to this Office indicating the schedule of make-up class to replenish the missed instructional day. Make-up classes are also recommended in lieu of class cancellations due to natural or man-made calamities. Mechanism for the conduct of make-up class shall be agreed upon by the school head and Parent-Teacher Association.
6. Immediate dissemination of this Memorandum to all concerned is enjoined.

JEAN Q. VELOSO

Assistant Schools Division Superintendent
OIC - Schools Division Superintendent

Ref: DepEd Order No. 9, s. 2005
DepEd Order No. 25, s. 2017
To be indicated in the Perpetual Index
under the following subjects:

INSTRUCTION SCHOOL POLICY TIME-ON-TASK

Relevant, inclusive and liberating basic education builds a strong nation.