



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF TUGUEGARAO CITY

September 27, 2022

DIVISION MEMORANDUM

No. 206, s. 2022

DIVISION GUIDELINES ON “NO DISRUPTION OF CLASSES” IN SCHOOLS

To: Assistant Schools Division Superintendent
Chief Education Program Supervisors
Education Program Supervisors
Schools District Supervisors
Public and Private School Heads
All Others Concerned

1. To ensure effective implementation of the K to 12 curriculum and address the learning gaps due to the health crisis, one of the measures is to lessen disruption of classes and maximize class hours to engage students in learning.
2. Pursuant to DO 9 s. 2005 “Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith”, the prescribed number of school days (203 days for SY 2022-2023 as per DO 34, s. 2022) shall be strictly spent on engaged time-on-task.
3. Likewise, DO 34, s. 2022, paragraph 33 stipulates that the prescribed number of school days shall solely be dedicated to academics and related co-curricular activities. The conduct of extra-curricular activities shall be strictly prohibited.
4. Suspension of classes for any reason other than those authorized by DepEd Orders/Executive Orders/Presidential Proclamations in specific school(s) or schools district shall be carefully decided and authorized by the Schools Division Superintendent. The School Head shall prepare and submit a request letter at least one (1) week before the planned suspension, stating the reason for the suspension of classes and the schedule for the make-up classes. A report on the actual conduct of the make-up classes shall also be submitted. (DO 9, s. 2005)
5. Guided by the said DepEd Orders, all public elementary and secondary schools are hereby enjoined to strictly observe the following guidelines:
 - The conduct of co-curricular activities shall be guided by the following as stipulated in issuances, indicated hereto:
 - Co-curricular activities shall be conducted after the quarter examinations to avoid disruption of classes. (DO 34 s. 2022, par. 35)



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- The eleventh week of each quarter may be used for the conduct of co-curricular activities. The Central Office, Regional Offices, Schools Division Offices (SDOs), and other concerned external stakeholders that need to introduce co-curricular activities, may do so in accordance with this provision on scheduling the same. (DO 34 s. 2022, par. 36)
 - Clubs should meet for 30 minutes (Grade 1-3); 40 minutes (Grade 4-6) twice a month. (DO 21, s. 2019, Annex 1 par. 42 & 51)
 - Supreme Student Government (SSG) is the foremost co-curricular organization authorized to operate and implement pertinent programs, projects and activities in school nationwide. (DO 21, s.2019, Annex 1, par.64)
 - Annual competitions shall be held at the schools, school division, regional, and national levels to provide learners with opportunities to exhibit learning, to wit:
 - a. National Press Conference
 - b. National Festival of Talents
 - c. National Science and Technology Fair
 - d. Palarong Pambansa(DO 21, s. 2019, Annex 2, par. 82-91)
 - Competitions sponsored by certain government or non-government entities shall not be endorsed by Central, Regional, and Division Offices. (DO 9, s.2005 par.4.c) However, if invitations are sent through CO/RO/DO, the schools shall be informed through advisories (DO 28, s.2001) and participations of learners are voluntary and with the consent of parent/guardian. In case of participation, learners shall be given learning tasks in lieu of the missed instructional activities. Likewise, teachers involved in the said activities shall seek the approval of the Schools Division Superintendent and follow the stated provisions in the succeeding paragraph.
- Teachers who are directed by DepEd authorities to discharge other duties such as resource speaker, module writer, seminar participant, facilitators among others that take them away from the classroom shall seek approval from the Schools Division Superintendent. They shall prepare, submit and implement a contingency and recovery plan for the missed class hours/days, which may include any of the following:
- Conduct make-up classes outside class hours using appropriate modality;
 - Prepare learning activities that can be used by the school head or teacher who will take over the class;



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- Identify learning activities in the Self-Learning Modules for the competency that should be learned and to be done during the class hours.

(Note: The name of the teacher to take over the class must be stated in the plan. If other teachers are not available, the school head/department head must take over the class.)

- Invitations from other agencies that require teachers to leave their classes are not allowed unless approved by the Schools Division Superintendent and they shall follow the procedure stipulated in the preceding paragraph.
 - Celebrations/observances provided by law as stipulated in Enclosure 3 of DO. 34, s. 2022 may be integrated into curricular activities as deemed reasonable and appropriate, so long as the total number of school days shall not be compromised. (DO 34, s. 2022, par. 37)
 - Holding of non-instructional activities such as Mass, election of officers, induction program, and other related activities shall be held outside class hours, i.e. between 7:00-8:00 AM or 4:00-5:00 PM.
 - Shortened period shall be implemented in case of inevitable school activities, such that all learning areas shall still be taught on the day and other learning activities shall be given to be accomplished by learners outside class hours as deemed necessary. Thus, schools shall have formulated a shortened class program for submission to this office together with the regular Class Program, at the start of the school year.
 - Conduct of School/District Learning Action Cells (SLAC/DLAC) shall be done on a school day, preferably Friday, not to exceed to (2) hours. (DO 35, s. 2016) Shortened period shall be observed to avoid disruption of classes.
 - PTA conferences and card distribution shall be held on Saturdays as stipulated in DO 34, s. 2022. See suggested dates in **Enclosure 2** of DO 34, s. 2022.
 - Schools shall prepare a contextualized calendar of activities to be submitted to the Schools Division Superintendent at the start of the school year.
6. In cases where teachers go on leave of absence due to health reasons or other personal reasons, the school head shall make a contingency measure to minimize disruption of classes. Sending home learners is strictly prohibited.
7. All schools district supervisors and school heads shall ensure compliance of this memorandum at all times. The school head shall submit a compliance report at the end of every school year specifying the total number of learning



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engagements, number of ours spent and delivery modality by learning area, by teacher/class including remediation/enhancement lessons and Homeroom Guidance Program.

8. Private schools may implement all provisions or certain items that are deemed applicable.
9. For information, immediate dissemination, and compliance.


REYNANTE Z. CALIGUIRAN

Schools Division Superintendent

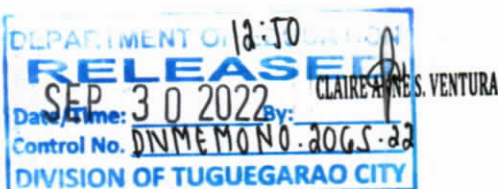
Enclosure: none

Reference: DO 20, s.2001; DO 9, s. 2005; DO 35, s. 2016; DO 2, s. 2019; DO 34, s. 2022

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

CALENDAR, SCHOOL	CELEBRATIONS & FESTIVALS	CLASSES	LEARNERS
POLICY	SCHOOLS	STUDENTS	TEACHERS

CID/esc/mqa



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