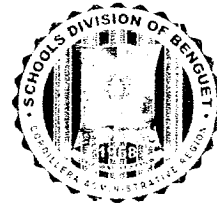




Republic of the Philippines
Department of Education
Cordillera Administrative Region
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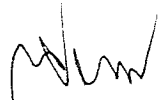
DIVISION MEMORANDUM

No. 140 s. 2018

To: Chief Education Supervisors of CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Public School Teachers

SUBJECT: REITERATING THE OBSERVANCE OF INCREASED TIME-ON-TASK IN SCHOOLS

1. Pursuant to DepEd Order No. 9, s. 2005, entitled **Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith**, and Enclosure 1 of DepEd Order No. 25, s. 2018 or the **Implementing Guidelines on the School Calendar for SY 2018-2019**, all schools are hereby enjoined to increase engaged time-on-task by instituting appropriate measures to ensure that the required number of school days are fully maximized for quality instruction.
2. In the event that a teacher in the school is on leave or on official business as the case may be, school head shall make the necessary arrangements such as any of the following measures:
 - a. School Head may take over the class and serve as the classroom teacher during the teacher's absence;
 - b. Other teachers may handle the class aside from their regular subject load assignments;
 - c. Classes may be combined especially in big schools with two or more sections in the same grade level and for small mono grade classes, these may be combined as multi-grade class; and
 - d. For multi-grade classes, add these to the remaining classes.
3. As a matter of policy, the 187 non-negotiable teaching learning days characterized by instructional contact time for teachers and learners shall be strictly spent on engaged time-on-task. As per DO 9, s. 2005, 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 it spent otherwise is classified as **disruption**. Such being the case, the following measures shall be observed:
 - 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 should be integrated in related subject areas during the regular classroom discussions; and
 - b. The holding of contests in schools as part of celebrations/observance of important occasions or to support national programs shall be conducted outside of school hours.
4. In cases where students are involved in extra-curricular/co-curricular activities outside the school, teachers shall allow them to bring home learning materials such as textbooks, reference books, student manuals and worksheets while allowing them to do lesson-related activities and requirements at home. The same arrangement may be done in times of class suspensions due to natural calamities and other unavoidable circumstances.
5. Immediate and wide dissemination of this memorandum is desired.


MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent

References:

DepEd Order No. 09, s. 2005
DepEd Order No. 025, s. 2018