



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF MISAMIS ORIENTAL
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June 2, 2015

DIVISION MEMORANDUM
No. 153, s. 2015

**REITERATING DEPED ORDER NO. 9, S. 2005
(Instituting Measures to Increase Engaged Time-On-Task)
AND DEPED ORDER NO. 2, s. 2015 (School Calendar for School Year 2015-2015)**

To: Education Program Supervisors
Public Schools District Supervisors/ In Charge
Elementary and Secondary School Heads
This Division

1. This is to reiterate DepEd Order No. 9, s. 2005 re Instituting Measures to Increase Engaged Time-On-Task and DepEd Order No. 2, s. 2015 re School Calendar for School Year 2015-2016.
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 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.
3. To ensure quality in the school operation and actual teaching-learning process, physical presence of teachers and school head is required every school day.
4. **In the event when a school head or any school personnel needs to leave his/her post on a school day, even on a Friday when per previous issuances a School Head is allowed to visit the Division Office for an Official Business, this Office requires him/her to secure a travel order following this process:**
 - a. **Send a text message to the Schools Division Superintendent at least three (3) days before the travel stating the name, date of travel, destination, purpose(s) and active e-mail address;**
 - b. **In return, the Division Office shall prepare the travel order and send it thru the e-mail address of the requesting personnel;**
 - c. **The said personnel shall present the travel order to the Office he/she will be transacting with and to the Office of the Administrative Officer for the issuance of certificate of appearance.**
5. Immediate dissemination of this Memorandum is enjoined.


CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent

CLL/jgv