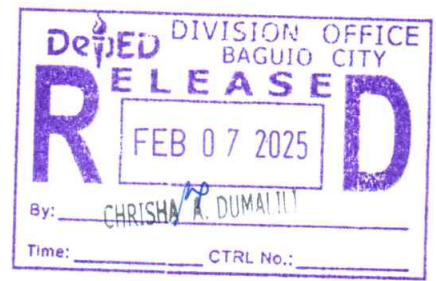




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



February 07, 2025

DIVISION MEMORANDUM

No. 109-2025

**REITERATION ON INSTITUTING MEASURES TO
INCREASE ENGAGE TIME-ON-TASK IN SCHOOLS**

To : Assistant Schools Division Superintendent
Chief Education Supervisors
Section/Unit Heads
Public School Heads
Others Concerned

1. Pursuant to DepEd Order No. 009, s. 2024 or the “Implementing Guidelines on the School Calendar and Activities for SY 2024-2025”, this Office reiterates the continuous improvement in managing school operations and activities and enhancing the teaching-learning process by maximizing contact time between teachers and learners to ensure the achievement of prescribed learning standards (paragraph 7, DO No. 009, s. 2024).
2. DepEd Order No. 009, s. 2005 further reiterates that 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.
3. The SDO Functional Divisions are reminded to abide by these guidelines and to provide guidance to schools in compliance with said provisions.
4. Immediate dissemination of and strict compliance with this Memorandum is desired.


SORAYA T. FACULO PhD, CESO VI
Schools Division Superintendent 