



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



July 10, 2025

DIVISION MEMORANDUM

No. 409-2025

**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. To ensure the effective use of the instructional time, teachers shall not be allowed to attend Professional Development – related activities on weekdays. Furthermore, all Professional Development activities organized by the Schools Division Office will be conducted on weekends to provide the necessary training without disrupting classroom instruction.
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