




Office Memorandum
No. 233, s. 2019

TO: All Chiefs of Sections
All EPS/SEPS/EPS 2
All Program Coordinators

FROM: : **MARILOU B. DEDUMO, Ph. D., CESO V**
Schools Division Superintendent

SUBJECT: **SUBMISSION OF SCHEDULES FOR 2019 CALENDAR OF ACTIVITIES**

DATE: May 21, 2019

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1. Stipulated in DepEd Order No. 9, s. 2005, one of the immediate tasks that need to be undertaken is to increase engaged time-on-task. This is to meet the required number of school days in every school year and the time allotment in every school day.
 2. Hence, a calendar of activity would allow the schools to arrange their activities and minimize disruption of classes due to unarranged schedules.
 3. In view of this, all Coordinators with Programs, Projects and Activities (PAPS) that involve the schools and districts must submit their schedules using the attached template.
 4. The HRD Section will consolidate all the activities so that a Division Calendar of Activity will be posted and disseminated next week during the School Heads Assembly.
 5. Submission to the HRD Section will be until May 24, 2018 (Friday).
 6. For your guidance.

sgod/hrd/correos

References: DepEd Order No. 9, s. 2005

To be indicated in the Perpetual Index
under the following subjects

POLICY

CALENDAR OF ACTIVITIES

TIME ON TASK
