



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Dipolog City 7100


DEPARTMENT OF EDUCATION
DIVISION OF ZAMBO. DEL NORTE
DIPOLONG CITY, 7100

RELEASED

Division Memorandum
No. 033s. 2016

DATE: 20 JAN 2016
NAME / SIGNATURE

TO : Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
Senior Education Program Specialists
Public Schools District Supervisors
Public/Private Elementary and Secondary Schools
All Others Concerned

FROM : 
NATIVIDAD P. BAYUBAY, CESO VI
Officer-In-Charge
Office of the Schools Division Superintendent

SUBJECT : Regional Memorandum No. 6, s. 2016 *Regional Policies on Scheduling and Synchronization of School, Division and Regional Activities*

DATE : January 20, 2016

1. To ensure fullest observance and compliance on the subject, this office hereby directed all the concerned to submit, for evaluation and approval, the schedules of the conduct of proposed school, district or division activity/s beginning January 2016 to December 2016.
2. The Social Mobilization and Networking Unit shall consolidate the submissions and present the same to the Superintendent.
3. No activity shall be held at the school, district or division level without prior approval of this authority.
4. For strict compliance.



REGIONAL MEMORANDUM
No. 6, s. 2016

**REGIONAL POLICIES ON SCHEDULING AND SYNCHRONIZATION OF
SCHOOL, DIVISION AND REGIONAL ACTIVITIES**

TO: **Schools Division Superintendents**
Regional & Division Office Chiefs
Regional & Division Supervisors
Heads of Public & Private Elementary & Secondary Schools
This Region



1. In order to ensure effective and efficient delivery of basic education services to the learners and to synchronize the interfacing of division and regional functions, DepEd Regional Office IX hereby enjoins the following policies on scheduling and synchronization of school, division and regional activities:

A. Focus on Quality Supervision and Academic Excellence

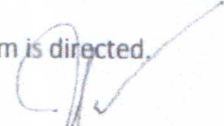
- a. There shall be no activities involving teachers and students one (1) week before periodical examinations. Likewise, there shall no activities disrupting classes one (1) month before National Achievement Test (NAT). DepEd performance is based on NAT Rating, thus it should be given priority.
- b. No meetings involving school personnel and division officials should be conducted on Mondays. DepEd Officials should be on their station during the first day of the week.
- c. To ensure quality of delivery of education services at all levels, Quality Assurance Monitoring & Evaluation (QAME) shall be conducted regularly. Regional QAME will be conducted every 2nd and 4th week of the month except when the schedule falls within examination period. Division QAME activities shall be scheduled on the 1st and 3rd week of the month to require the presence of supervisors and program coordinators during the RQAME.

B. Focus on Partnership and Integration

- a. Academic and co-curricular competitions must be held in unified manner and must follow DepEd Order No. 9, s. 2015 to have enough time to prepare for national competitions.
- b. SDOs shall hold its academic and non-academic competitions in October after Second Periodical Examinations. The region will hold its Integrated Competitions during the month of December.
- c. Conduct of seminars, workshops, training and conferences should be done in omnibus manner. Activities with the same target SDO participants should be fused to maximize their travel time and to save resources.
- d. All academic and co-curricular competitions should be done in integrated manner.

2. Attached is the synchronized schedule of Region-initiated activities (Enclosure No. 1) for your reference. It is advised that SDOs will schedule their activities in harmony of the region.

3. Immediate dissemination and compliance of this Memorandum is directed.


ISABELITA M. BORRES, CESO III
Regional Director