



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

No. **067**, s. 2024

January 30, 2024

ORIENTATION ON DepEd ORDER. NO. 02 S. 2024 RE: IMMEDIATE REMOVAL OF ADMINISTRATIVE TASKS OF PUBLIC SCHOOL TEACHERS & DepEd ORDER NO.66, S.2017 RE: IMPLEMENTING GUIDELINES ON THE CONDUCT OF OFF-CAMPUS ACTIVITIES AND DIVISION MEA CONFERENCE FOR Q2 SY 2023-2024, Q1 CY 2024

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID,SGOD)
Education Program Supervisors
All Others Concerned

1. This Office, through the School Governance and Operations Division (SGOD) announces the Orientation of DepEd ORDER No. 2, s 2024 re: *Immediate Removal of Administrative Tasks of Public School Teachers & DepEd ORDER No. 66,s.2017 re: Implementing Guidelines on the Conduct of Off- Campus Activities* and the Conduct of the Division Monitoring, Evaluation and Adjustment (DMEA) for Quarter 2, SY 2023-24/ Quarter 1 CY 2024 on February 13,14,15 2024 respectively at 8:00 a.m. onwards. School Heads are required to complete data needed for Quarter 2 of School Year 2023-2024 reports of the school. Link for the Q2 data inputs will be forwarded through the Principal's GC. Division Office functional units are also required to prepare their reports. Venue of the said activity will be announced separately.

2. The activity aims to monitor and validate the status and progress of the delivery of basic education services and the implementation of programs, activities and projects. It further aims to orient School Heads on the conditions of the DepEd ORDERS stated.

3. The participants in this conference are the OIC-ASDS, Chiefs Education Program Supervisors, Education Program Supervisors, Senior Education Program Specialists, Education Program Specialists, Division Office Section Heads (Adm., Personnel, Records, Supply, Finance), OIC-Planning Officer III/ DRRM FP, Medical Team, Division Accountant, Public School Principals/ Assisting Principals, Public School Assistant Principals, Admin. Officer V, Division ITO, Division Engineer, YFD Focal, ADA III (Driver), LGU-paid Clerk..

4. School Heads are directed to submit hardcopies of the School MEA in A4 size bond fastened without folder to the SGOD Office. Further, School heads are also urged to send replacement in extreme cases of non-availability of the participant.



Address: H. Zamora St., Dampas, Tagbilaran City, Bohol
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177
(038)427-6718; (038)544-2147
Email Address: tagbilarancity.division@deped.gov.ph

5. Following is the Timetable for the 3-day activity :
- | | |
|-------|--|
| Day 1 | -----Orientation of DepEd Order No. 2 s. 2024
Other Matters |
| Day 2 | Orientation of DepEd Order No. 66,s. 2017
Other Matters |
| Day 3 | Division Monitoring Evaluation and Adjustments Conference |

Flow of the report arrangement on Day3 is as follows

- Presentation of the submitted Quarter 2 reports from Schools
 - SEPS, M and E
- Presentation of the Curriculum Implementation Division Reports
 - CID Chief
- Presentation of the School Governance Operations Division Reports
 - SGOD Chief
- Presentation of Physical and financial accomplishments by SDO Functional Divis
 - OSDS
 - Accounting Section
 - Budget Section
 - HRMO
 - ITO

6. Registration fee of Six Hundred Pesos per day with a total of Php 1800.00 for 3 days (Php 600.00 x3 days = 1800 Total) will be collected from the participants to cover meal, snacks and other incidental expenses relative to the conduct of the activity and shall be charged against Division Office Funds/ MOOE (for SDO Participants) and School Funds / MOOE (for participants from the schools). Expenses relative to the conduct of the conference are subject to the usual accounting and auditing rules and regulations. Payments can be made in cash and cheque to the DepEd Division of Tagbilaran City. Participants from the schools are encouraged to pay the registration fee before the conduct of the conference.

7. For immediate dissemination of, and compliance with this Memorandum is directed.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent