



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division Superintendent**

AUG 30 2022

DIVISION MEMORANDUM

No. *669*, s. 2022

**RESCHEDULE OF THE CONDUCT OF TRAININGS, WORKSHOPS, SEMINARS,  
AND PARTICIPATION TO MEETINGS AND OTHER ENGAGEMENTS THAT WILL  
REQUIRE OFFICIALS AND EMPLOYEES TO LEAVE THEIR WORK STATION**

To: Assistant Schools Division Superintendents  
Chief, CID and SGOD  
Education Program Supervisors/Division Coordinators  
Senior Education Program Specialists/ Education Program Specialists II  
Public Schools District Supervisors/Districts-In-Charge/Care Takers  
All Public Elementary and Secondary School Heads  
All Others Concerned

1. Attached is a Memorandum issued by Epimaco V. Densing III, Undersecretary and Chief of Staff of the Department of Education, directing all Regional and Division Offices to **Reschedule the Conduct of Trainings, Workshops, Seminars, and Participation to Meetings and other Engagements that will Require Officials and Employees to Leave their Work Station.**
2. In compliance, all scheduled activities in the division that involve participation of School Officials and personnel which will necessitate them to leave their stations shall be postponed to a later date to be announced in a separate Memorandum.
3. Anent this, some activities have been requested for reconsideration by the Regional Director.
4. Along this line, Division Focal Persons in charge of these requested activities shall inform persons concerned of the action of the request.
5. Please refer to the attached Memorandum for further information.
6. For dissemination and strict compliance.

**SENEN PRISCILLO P. PAULIN, CESO V**  
Schools Division Superintendent

SPP/JMA-MKP-NLR/SGOD/RBP/kpanton  
August 29, 2022



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Republic of the Philippines  
**Department of Education**  
OFFICE OF THE SECRETARY

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**MEMORANDUM**

**TO :** Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Division Chiefs  
All Others Concerned

**FROM:** EPIMACO V. DENSING III *EPIMACO V. DENSING III*  
Undersecretary and Chief of Staff

**SUBJECT:** RESCHEDULE OF THE CONDUCT OF TRAININGS, WORKSHOPS,  
SEMINARS, AND PARTICIPATION TO MEETINGS AND OTHER  
ENGAGEMENTS THAT WILL REQUIRE OFFICIALS AND EMPLOYEES  
TO LEAVE THEIR WORK STATIONS

**DATE:** August 22, 2022

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In light of DepEd Order No. 034 s. 2022, dated 11 July 2022, entitled *School Calendar and Activities for the School Year 2022-2023*, which provides that the School Year 2022-2023 shall formally start on Monday, 22 August 2022, all officials and employees are enjoined to devote their time and effort for the preparations of the smooth opening of classes.

In view hereof, it is advised that across all governance levels, the conduct of trainings, workshops, seminars and the participation to meetings and other engagements that will affect the conduct of classes and that will require officials and employees who are essential and have specific roles in the opening of classes to leave their respective offices, shall be suspended until 17 September 2022.

**Only activities related to enrolment and opening of classes shall be allowed.** Otherwise, the concerned office shall provide justifiable reasons, subject to the approval of the Regional Director for school and division office-initiated activities. For activities initiated by the regional offices, it must be for approval of the supervising Undersecretary. For Central Office initiated activities, the activity must be recommended by the Bureau Director, for onward submission to the supervising Executive Committee Official.

**For guidance and strict compliance.**