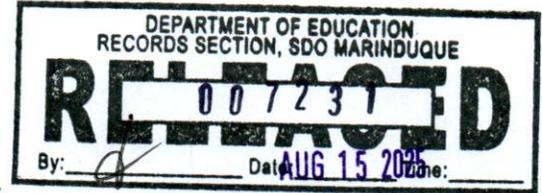




Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

August 14, 2025

DIVISION MEMORANDUM
No. 080, s. 2025

DIVISION ONLINE ORIENTATION-WORKSHOP ON DEPED ORDER NO. 22, S. 2024 – REVISED GUIDELINES ON CLASS AND WORK SUSPENSION IN SCHOOLS DURING DISASTERS AND EMERGENCIES

To: **Assistant Schools Division Superintendent**
Chief Education Supervisors, CID / OIC-SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In support of the Memorandum CLMD-2025-206 and Memorandum CID-2025-030 titled "Reiteration of DepEd Order No. 22, s. 2024 (*Revised Guidelines on the Suspension of Classes and Work in Schools during Disasters and Emergencies*)", the Schools Division of Marinduque, through the Curriculum Implementation Division and School Governance Operations Division, shall conduct a **Division Online Orientation-Workshop on DepEd Order No. 22, s. 2024 – Revised Guidelines on Class and Work Suspension in Schools During Disasters and Emergencies** on August 22, 2025 via MS Teams. Link shall be sent a day before the conduct of the activity.
2. The activity aims to:
 - a. orient school heads on Flexible Learning Options - Alternative Delivery Modalities (FLO-ADMs) particularly on Education in Emergencies (EiE) (DepEd Order No. 21, s. 2019 – Policy Guidelines on the K to 12 Basic Education Program) and DepEd Order No. 22, s. 2024 (Revised Guidelines on Class and Work Suspension in Schools During Disasters and Emergencies);
 - b. craft the Learning and Service Continuity Plan (LSCP) based on the previous school situations during disasters and emergencies and learners profile based on their Enhanced Basic Education Enrolment Form; and
 - c. provide technical assistance in crafting of the school LSCP.
3. Participants in this activity are all school heads of the public and secondary schools and the Program Management Team. They are expected to prepare the following documents and materials prior to their attendance to the online activity.
 - a. Copy of the Summarized Enhanced Basic Education Enrolment Form (EBEEF);
 - b. Inventory of learning resources, Learning Activity Sheets (LAS), Self-Learning Materials (SLMs), and modules; and



Address: T. Roque St., Malusak, Boac, Marinduque
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
Email: marinduque@deped.gov.ph
Website: <https://depedmarinduque.com>

- c. Laptop with charger and extension cord.
4. School heads are also required to accomplish the pre-work to be downloaded through:
https://drive.google.com/drive/folders/17Eq5ximS5udUb6bCLT0LNRglxunaOA2Q?usp=drive_link.
5. All school heads are expected to be at their station except for those with no stable internet connectivity and refrain from attending personal errands or other official tasks while the orientation is ongoing. School heads who have not yet submitted their LSCP are required to prepare the draft of their respective LSCP, while those who have already submitted and is approved or for approval status must also attend the orientation and may still update/adopt the prescribed template if they found their submitted LSCP needing improvement or revision.
6. The Program Management Team Members shall take charge of the preliminary activities, including the invocation, singing of the Nationalistic song, recitation of the DepEd Quality Policy Statement, and other opening preliminaries.
7. Attendance is compulsory. All participants are expected to log in 15-minutes before the scheduled time. Active participation is also enjoined for the whole duration of the online orientation. They must also ensure that they have stable internet connection.
8. Since the scheduled date coincides with the second day of the Quarter 1 Examination, it is expected that strict compliance with DepEd Order No. 9, s. 2005, titled "Instituting Measures to Increase Time-on-Task and Ensuring Compliance Therewith," the No Disruption of Classes Policy shall be strictly observed throughout the conduct of this activity.
9. Attached are the Orientation-Workshop Matrix and List of Program Management Team Members.
10. For immediate dissemination and strict compliance.


LYNN G. MENDOZA, EdD
OIC-Schools Division Superintendent

Encl: As stated

References:

DepEd Order No. 21, S. 2019
DepEd Order No. 22, S. 2024
Memorandum CLMD-2025-206
Memorandum CID-2025-025
Memorandum CID-2025-030

To be indicated in the Perpetual Index
under the following subjects:

CALENDAR, SCHOOL
CALAMITY
LEARNERS
ORIENTATION
POLICY
TEACHERS



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DIVISION ONLINE ORIENTATION-WORKSHOP ON DEPED ORDER NO. 22, S. 2024 – REVISED GUIDELINES ON CLASS AND WORK SUSPENSION IN SCHOOLS DURING DISASTERS AND EMERGENCIES
August 22, 2025

Time	Topic/Activity	Facilitator/Resource Speaker
8:00-8:30 AM	Preliminary Activities/ Opening Program <ul style="list-style-type: none"> • National Anthem • Prayer • DepEd QPS • Welcome Remarks • Inspirational Message • Statement of Purpose and Introduction of Participants 	Program Management Team (PMT) AVP AVP AVP Mr. John M. Chavez Chief ES, CID Lynn G. Mendoza, EdD OIC, Schools Division Superintendent Jennifer E. Monte, PhD EPS, GMRC/VE/ADM
8:31-9:30 AM	ADM One-Stop Shop Policy	Jennifer E. Monte, PhD ADM Focal Person Ma. Corazon A. Borja, EdD Principal II, Mogpog NCHS
9:31-9:45	Health Break	
9:46- 10:45 AM	DepEd Order No. 22, s. 2024 (Revised Guidelines on Class and Work Suspension in Schools During Disasters and Emergencies)	Rowel S. Laririt Principal II, Landy NHS
10:46-12:00 NOON	Presentation of the Learning and Service Continuity Plan Template and Memorandum CID-2025-025 (Submission of Report on Alternative Delivery Mode (ADM) during the Suspension of	Jennifer E. Monte, PhD ADM Focal Person

	Classes in Times of Emergencies and other Forms of Class Disruption)	
12:01-1:00 PM	Lunch Break	
1:01-2:00 PM	Workshop on the Crafting of the School LSCP	Jennifer E. Monte, PhD ADM Focal Person
2:01-3:00 PM	Presentation of Outputs (School LSCP)	Jennifer E. Monte, PhD ADM Focal Person Edgar H. Loto DRRM Focal Person
3:01-3:15 PM	Health Break	
3:16-4:20 PM	Closing Program	Program Management Team (PMT)
4:21-4:30 PM	Daily Evaluation	
4:31-5:00 PM	Clearing House	

PROJECT ORGANIZATION AND STAFFING

Overall Chairperson	Dr. Lynn G. Mendoza
Overall Vice-Chairperson	Dr. Mabel F. Musa
Project Supervisor	John M. Chavez
Project Managers / Program Owners	Dr. Jennifer E. Monte - Mr. Edgar H. Loto
Members of the Implementation Team	Dr. Maria Corazon A. Borja Rowel S. Laririt
Member of the Process Observation and Monitoring Team	Kyle David V. Atienza
Members of the Planning Team (LIS/EBEIS)	Marisol O. Luarca
Members of the Activity Evaluation Team	Dr. Fretzie P. Alcantara Rey R. Raymundo
Members of the Technical Support Staff and Documentation	Charmain J. Mogol Jessarene R. Madronio