



Republic of the Philippines
Department of Education
 MIMAROPA Region
 SCHOOLS DIVISION OF MARINDUQUE

Department of Education
 Division of Marinduque
RECORDS SECTION
RELEASED
 Name: 0021010
 Signature: _____
 JUL 03 2024 Time: _____

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

TO: Asst. Schools Division Superintendent
 Chief Education Supervisors
 Public Schools District Supervisors
 Schools Heads, Public Elementary and Secondary Schools
 All Others Concerned

FROM: 
LYNN G. MENDOZA, EdD
 OIC, Schools Division Superintendent

SUBJECT: **CHANGE IN SCHEDULE AND PARTICIPANTS, IMPLEMENTATION PLAN AND INDICATIVE PROGRAM OF ACTIVITIES TO DIVISION MEMORANDUM NO. 50, S. 2024 RE: DIVISION ORIENTATION-WORKSHOP ON THE PROVISIONS OF DEPED ORDER NO. 05, S. 2024**

DATE: July 3, 2024

Relative to Division Memorandum No. 50, s. 2024 dated June 25, 2024, re: Division Orientation-Workshop on the Provisions of DepEd Order No. 50, s. 2024, please be informed of the change in the schedule, as reflected in the table below:

From:

Date	Participants	District
July 8, 2024	EPS In-Charge for Buenavista District, PSDS and School Heads of Public Elementary Schools	Buenavista, Santa Cruz East, Santa Cruz North, Santa Cruz South and Torrijos
July 9, 2024	PSDS and School Heads of Public Elementary Schools	Boac North, Boac South, Gasan and Mogpog
July 10, 2024	PSDS and School Heads of All Secondary Schools	All Districts

To:

Date	Participants
July 15, 2024 to July 16, 2024 (12:00 NN)	All Public Elementary Schools Heads
July 16, 2024 (1:00 PM) to July 17, 2024	All Public Secondary Schools Heads, Education Program Supervisors & Public Schools District Supervisors

*"DepEd Marinduque: Heart of the Philippines.
 Lead to Excel. Excel to Lead."*



Malusak, Boac, Marinduque
 Email: deped_marinduque@yahoo.com
 Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611

Attached are the revised implementation plan and indicative program of activities for your reference. All other provisions contained in the aforementioned Memorandum remain official.

Immediate dissemination of this Memorandum is highly desired.

/SGOD-PRS-BRL

*"DepEd Marinduque: Heart of the Philippines.
Lead to Excel. Excel to Lead."*



Malusak, Boac, Marinduque

Email: deped_marinduque@yahoo.com • Tel. No.: (042) 332-1009 • Fax No.: (042) 332-1611



Republic of the Philippines
Department of Education
MIMAROPA Region
SCHOOLS DIVISION OF MARINDUQUE

SCHOOLS DIVISION IMPLEMENTATION PLAN

DepEd Order No. 005, s. 2024

Rationalization of Teacher Workload in Public Schools and Payment of Teaching Overload

Part I . OBJECTIVES

1. Inform all concerned personnel about the mechanisms, procedures and standards stipulated in DO 005, s. 2024.
2. Orient SDO Personnel and School Heads in the proper implementation of DO 005, s. 2024.
3. Facilitate preparatory activities for appropriate implementation.
4. Provide administrative assistance and cutting-edge strategies to support schools in the implementation.
5. Design a periodic monitoring and evaluation tool for progress and support mechanism.
6. Create an open communication pathway for all possible queries that may arise.

Part II. STRATEGY ACTIVITIES

Strategy	Activity	Timeline	Involved Office/s	Support Needed
1. Hold a consultative meeting and planning	Consultative Meeting and Planning (OSDS, SGOD and CID)	June 11, 2024	SGOD, CID & OSDS	Orientation Input from RO/CO Copy of RO/CO Implementation Plan Copy of DO No. 5, s. 2024
2. Develop implementation and M&E plans for the	Development of Proposed Division Implementation and M&E Plans	June 13, 2024	SGOD, CID & OSDS	PRS for the Implementation Plan

*DepEd Marinduque: Heart of the Philippines.
Lead to Excel. Excel to Lead."*

Schools Division Office				SMME for the M&E Plan
3. Craft division memorandum for the conduct of orientation on DO No. 5, s. 2024	Crafting of Division Memorandum for the Conduct of Orientation on DO No. 5, s. 2024	June 14, 2024	SGOD, CID & OSDS	Technical Assistance from CID and SGOD Chiefs and AO V
4. Information dissemination	Issue a Division Memorandum disseminating DO 5, s. 2024 , and other related activities	July 3, 2024	OSDS - Administrative Section Elementary and Secondary Schools	Posting in DepEd Marinduque FB Page/ GCs and in all School Offices
5. Conducting face to face orientation and facilitating preparatory activities to SDO personnel and School Heads	<ul style="list-style-type: none"> a. Include the orientation activity in the issued Division Memorandum disseminating DepEd Order No. 5, s. 2024 b. Conduct the orientation c. Facilitate preparatory activities d. Workshop for Teachers' Workload and determination of excess and needed number of teachers (for School Heads) e. Workshop for computation of teaching overload and accumulation of vacation 	July 15-17, 2024	OSDS - Administrative Section CID, SGOD Elementary and Secondary Schools SGOD – PRS	Venue -SDO Conference Hall School Data and parameters in teachers class program Slide deck presentation from CO/RO Frequently Asked Questions (FAQs) Copy of DO 5 s. 2024

*DepEd Marinduque: Heart of the Philippines.
Lead to Excel. Excel to Lead."*



	<p>service credits (for Administrative Section staff)</p> <p>f. Workshop for the possible transfer of excess teachers and identification of Schools with teacher shortage (for PRS and Admin Section)</p>			
6. Monitoring and evaluation	<p>a. Create a Technical Working Group to check and assist school heads (composed of ASDS, 2 Chiefs & PSDSs)</p> <p>b. Craft M&E Tool (Online Tool)</p> <p>c. Conduct progress monitoring via online feedback and actual school visit</p>	<p>July 18-28, 2024 – for monitoring the proper distribution of Teachers’ Workload</p> <p>July 29, 2024 onwards – for the implementation of DO 5, s. 2024 in all schools</p>	<p>Elementary and Secondary Schools</p> <p>CID – PSDSs</p> <p>SGOD – PRS ICT Section</p> <p>OSDS – Administrative Section/ ICT Section</p>	<p>Internet for online tool</p> <p>Support Staff to consolidate monitoring results and provide the SDS with data for reference and decision</p>
7. Creating open support mechanism	<p>a. Utilize FAQs from CO as reference to answer possible queries (available online)</p> <p>b. Provide Technical assistance to schools</p>	<p>July 18-28, 2024 – for the proper distribution of Teachers’ Workload</p> <p>July 29, 2024 onwards – for the implementation of DO 5, s. 2024 in all schools</p>	<p>Elementary and Secondary Schools</p> <p>CID – PSDSs</p> <p>SGOD</p> <p>OSDS Administrative Section</p>	<p>Internet for online tool</p> <p>Support Staff to consolidate monitoring results</p> <p>Copy of data for concerned offices</p>
8. Conduct Division Online Orientation on Electronic School	<p>Division Online Orientation on Electronic School Form 7 MATATAG-Based</p>	<p>July to August 2024 via Microsoft Teams</p>	<p>SGOD-PRS</p>	<p>Slide deck presentation from CO/RO</p>

*DepEd Marinduque: Heart of the Philippines.
Lead to Excel. Excel to Lead.”*



Form 7 MATATAG-Based				TA from ICTS
9. Provide technical assistance to public elementary and secondary school heads	Provision of technical assistance on issues that may arise	July to August 2024	SGOD, CID & OSDS	Technical Assistance from CID, SGOD and OSDS

Certified True and Correct:

JOHN M. CHAVEZ
Chief Education Supervisor, CID

MA. CECILIA S. MANAY
Chief Education Supervisor, SGOD

MAY BERNADETH O. DE LA ROSA
Administrative Officer V

Recommending Approval:

MABEL F. MUSA, PhD
Assistant Schools Division Superintendent

Approved:

LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent

*DepEd Marinduque: Heart of the Philippines.
Lead to Excel. Excel to Lead.”*



Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

Indicative Program of Activities

DIVISION ORIENTATION-WORKSHOP ON THE PROVISIONS OF DEPED ORDER NO. 005, S. 2024
(Rationalization of Teacher Workload in Public Schools and Payment of Teaching Overload)

July 15, 2024 - Batch 1 (All Elementary School Heads)		
Time	Activity	Personnel In-Charge
8:00 AM – 8:30 AM	Preliminary Activity <ul style="list-style-type: none">• Prayer• National Anthem• Statement of Purpose• Program Overview	SGOD Personnel
8:31 AM – 8:40 AM	Keynote Message	Dr. Lynn G. Mendoza OIC, Schools Division Superintendent
8:41 AM – 9:40 AM	Session 1: Context Setting	Dr. Mabel F. Musa Assistant Schools Division Superintendent
9:41 AM – 10:00 AM	Health Break	
10:01 AM – 11:30 AM	Session 2: Key Provisions of DepEd Order No. 2, s. 2024	Ma. Cecilia S. Manay Chief Education Supervisor, SGOD
11:31 AM – 12:00 NN	Session 3: Key Provisions of DepEd Order No 5, s. 2024	John M. Chavez Chief Education Supervisor, CID
12:01 PM – 1:00 PM	Lunch Break	
1:01 PM – 3:00 PM	Continuation of Session 3	John M. Chavez

*“DepEd Marinduque: Heart of the Philippines.
Lead to Excel. Excel to Lead.”*



Malusak, Boac, Marinduque
Email: marinduque@deped.gov.ph
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
Facebook Page: DepEd Tayo Marinduque

3:01 PM – 3:15 PM		Chief Education Supervisor, CID
3:16 PM – 4:30 PM	Session 4: Teaching Overload and Grant of Vacation Service Credits (VSC)	Health Break May Bernadeth O. Dela Rosa Administrative Officer V
July 16, 2024 (AM) – Batch 1 (All Elementary School Heads)		
8:00 AM – 8:30 AM	Preliminaries	SGOD Personnel
8:31 AM – 9:30 AM	Continuation of Session 4	May Bernadeth O. Dela Rosa Administrative Officer V
9:31 AM – 9:45 AM		Health Break
9:46 AM - 10:00 AM	Session 5: Implementation Strategies	Dr. Mabel F. Musa Assistant Schools Division Superintendent
10:01 AM – 11:00 AM	Open Forum	Jelly L. Sore Education Program Supervisor, CID
11:01 AM – 11:30 AM	Ways Forward	Dr. Mabel F. Musa Assistant Schools Division Superintendent
11:31 AM – 12:00 NN	Closing Program	SGOD Personnel

July 16, 2024 (PM) – Batch 2 (All Secondary School Heads, Education Program Supervisors and Public Schools District Supervisors)		
Time	Activity	Personnel In-Charge
1:00 PM – 1:30 PM	Preliminary Activity <ul style="list-style-type: none"> • Prayer • National Anthem • Statement of Purpose • Program Overview 	SGOD Personnel
1:31 PM – 1:40 PM	Keynote Message	Dr. Lynn G. Mendoza OIC, Schools Division Superintendent
1:41 PM – 2:40 PM	Session 1: Context Setting	Dr. Mabel F. Musa Assistant Schools Division Superintendent
2:41 PM – 3:00 PM		Health Break
3:01 PM – 4:30 PM	Session 2: Key Provisions of DepEd Order No. 2, s. 2024	Ma. Cecilia S. Manay Chief Education Supervisor, SGOD

*“DepEd Marinduque: Heart of the Philippines.
Lead to Excel. Excel to Lead.”*



Malusak, Boac, Marinduque
Email: marinduque@deped.gov.ph
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
Facebook Page: DepEd Tayo Marinduque

July 17, 2024 - Batch 2 (All Secondary School Heads, Education Program Supervisors and Public Schools District Supervisors)		
8:00 AM – 8:30 AM	Preliminaries	SGOD Personnel
8:31 AM – 9:30 AM	Session 3: Key Provisions of DepEd Order No 5, s. 2024	John M. Chavez Chief Education Supervisor, CID
9:31 AM – 9:45 AM		Health Break
9:46 AM -11:15 AM	Continuation of Session 3	John M. Chavez Chief Education Supervisor, CID
11:16 AM – 12:00 NN	Session 4: Teaching Overload and Grant of Vacation Service Credits (VSC)	May Bernadeth O. Dela Rosa Administrative Officer V
12:01 PM – 1:00 PM		Lunch Break
1:01 PM – 2:00 PM	Continuation of Session 4	May Bernadeth O. Dela Rosa Administrative Officer V
2:01 PM – 2:30 PM	Session 5: Implementation Strategies	Dr. Mabel F. Musa Assistant Schools Division Superintendent
2:31 PM – 3:30 PM	Open Forum	Jelly L. Sore Education Program Supervisor, CID
3:31 PM – 4:00 PM	Ways Forward	Dr. Mabel F. Musa Assistant Schools Division Superintendent
4:01 PM – 4:30 PM	Closing Program	SGOD Personnel

*“DepEd Marinduque: Heart of the Philippines.
Lead to Excel. Excel to Lead.”*



Malusak, Boac, Marinduque
 Email: marinduque@deped.gov.ph
 Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
 Facebook Page: DepEd Tayo Marinduque