



Republic of the Philippines  
**Department of Education**  
SCHOOLS DIVISION OF MARINDUQUE

Department of Education  
Division of Marinduque  
**RECORDS SECTION**  
**RELEASED**  
Name: 005112  
Signature: [Signature]  
Date: DEC 13 2024 Time: \_\_\_\_\_

12 December 2024

**DIVISION MEMORANDUM**  
OSDS-2024-001

**NOTICE OF MEETING**

**To:** Asst. Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Others Concerned

1. Please be informed of the **“Meeting with the Schools Division Superintendent”** which will be held on December 16, 2024 from 8:00 AM – 12:00 NN at the SDO Conference Hall, T. Roque St., Malusak, Boac, Marinduque.
2. Participants in this meeting are the Public Schools District Supervisors, 183 elementary and 46 secondary school heads. They are advised to bring their food provision for snacks and lunch.
3. The following are topics for discussion:
  - a) Frequently Asked Questions (FAQs) in implementing DM 53, s. 2024 “Implementation Guidelines of DO 5, s. 2024 (Rationalization of Teachers’ Workload in Public Schools and Payment of Teaching Overload)”
  - b) Administrative Concerns
  - c) Other Matters
4. Immediate and wide dissemination of this Memorandum is desired.

**LYNN G. MENDOZA, EdD**  
OIC – Schools Division Superintendent



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>

Doc. Ref. Code	PAWIM-F-002	Rev	00
Effectivity	09.20.21	Page	1 of 1