



Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

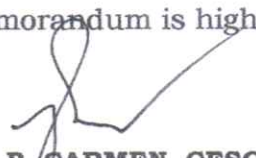
January 10, 2023

Division MEMORANDUM
No. 026, s. 2023

To : Assistant Schools Division Superintendent
CID & SGOD Chiefs
Personnel and Development Committee (PDC)
Public Schools District Supervisors & District-in-Charge
Non-teaching Personnel
HRD Specialists
This Division

SUBMISSION OF SCHEDULES FOR 2023 CALENDAR OF ACTIVITIES

1. As per in DepEd Order No. 9, s. 2005, one of the immediate tasks that need to be undertaken is to increase engaged time on task. This is to meet the required number of school days in every school year and the time allotment in every school day.
2. Hence, a calendar of activities would allow the school to arrange their activities and minimize disruption of classes due to conflict of schedules.
3. In view of this, all Coordinators with programs, projects, and activities (PAPs) that involve the schools and districts must submit their schedules using the attached template which can be downloaded thru this link <http://tinyurl.com/2023calendartemplate>.
4. The HRD Section will consolidate all the activities so that a Division Calendar of Activities will be posted and disseminated on January 18, 2023.
5. Hence, the deadline of submission to the HRD Section will be until January 16, 2023 (Monday).
6. For further inquiries and clarification, you may contact Ms. Erlyn G. Mangadlao, EPS I-HRD, through mobile no. 090973950090 or email at surigaodelsur.hrd@deped.gov.ph.
7. Immediate and wide dissemination of the Memorandum is highly desired.


JOSITA B. CARMEN, CESO V
Schools Division Superintendent





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Encl.: Calendar of Activities Template

Reference: as stated

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

LEARNING AND DEVELOPMENT

SCHEDULES

CALENDAR

HRD-EGM/DM- SUBMISSION OF SCHEDULES FOR 2023 CALENDAR OF ACTIVITIES) 026 /January 10, 2023

