

Republic of the Philippines  
Department of Education  
OFFICE OF THE SECRETARY



**MEMORANDUM**

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

**FROM:** *[Signature]*  
EPIMACO V. DENISING 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

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.**

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Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Regional Office No. 5  
Rawis, Legazpi City

August 26, 2022

**TO:** Assistant Regional Director  
Schools Division Superintendents  
Chiefs of the Functional and Support Divisions of DepEd RO V  
All Others Concerned

For information, guidance, and strict compliance.

*[Signature]*  
GILBERT T. SADSAD  
Regional Director *[Signature]*

AD/PSMATB  
8/26/2022

*[Handwritten notes]*

August 30, 2022

**To:** Assistant Schools Division Superintendent  
CID/SGOD Chief  
Public Schools District Supervisor and In-Charge of the Districts  
Elementary and Secondary School Heads, and  
All Other Concerned

**For information and guidance**

*[Signature]*  
SUSAN S. COLLANO  
Schools Division Superintendent