



Republic of the Philippines
Department of Education – Region III
TARLAC CITY SCHOOLS DIVISION

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DIVISION MEMORANDUM

No. 188, s. 2019

Date : August 16, 2019

To : School Heads of Public Elementary and Secondary Schools, Property Custodian, All Concerned

From: : The Office of the Schools Division Superintendent

Subject : **MONITORING AND VALIDATION OF SCHOOLS "TIME-ON-TASK" MANAGEMENT**

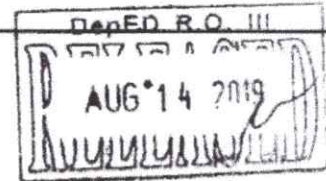
1. In line with the unnumbered memorandum dated August 13, 2019 on the Monitoring and Validation of schools "Time-On-Task" Management, all schools are ordered to ensure that the following are ready:
 - a. School Program
 - b. Teacher's Program
 - c. Class Program
 - d. Summary of Non-teaching duties of Teachers
2. Immediate and wide dissemination of this Memorandum is desired.


TERESA D. MABABA, CESO V
Schools Division Superintendent





Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON



MEMORANDUM

TO : All Schools Division Superintendents
Functional Division Chiefs
School Heads
All Others Concerned

FROM : THE OIC-REGIONAL DIRECTOR

SUBJECT : Monitoring and Validation of Schools "Time-On-Task"
Management

DATE : August 13, 2019

1. One of the immediate tasks that need to be undertaken is to increase engaged time-on-task. To ensure the compliance to D.O. no. 09, s. 2005 and D.O. no. 31, s. 2012, DepEd Regional Office 3 shall conduct monitoring and validation of randomly selected schools of the 20 SDOs on "Time-On-Task" Management on August 13, 2019 onwards.
2. The activity aims to:
 - 2.1 meet the required time allotment for the different subjects in every school
 - 2.2 determine the actual teaching time of the teachers
 - 2.3 determine the non-teaching duties of teachers
 - 2.4 secure data on the actual number of enrollment, class and teacher of the school
3. To facilitate the monitoring and validation of the Time-On-Task Management, the Regional Task Force is hereby created :

Chairman : **Nicolas T. Capulong, Ph. D. CESO V**
Regional Director

Co-Chairman : Edwin T. Marcos, Ed. D.
Chief, FTAD

Members : All Education Program Supervisors (CLMD,
FTAD,QAD,HRDD)






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4. Transportation and other incidental expenses relative to the conduct of this activity shall be charged against Regional MOOE subject to the usual accounting and auditing rules and regulations. For information and guidance.

5. For information and guidance.


NICOLAS T. CAPULONG, Ph.D. CESO V
Director III
Officer-In-Charge
Office of the Regional Director

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Republic of the Philippines
Department of Education
 REGION III-CENTRAL

Monitoring and Validation of Schools "Time on Task" Management
 (D.O. 09, s. 2005; D.O. 31, s. 2012)

Division: _____

Date: _____

School: _____

Municipality: _____

a. Teaching Profile

Grade Level	No. of Enrolment	No. of Classes	No. of Teacher	Actual No. of Teacher in the Plantilla in the School
Total				

Remarks:

b. Teaching Load

Position	No. of Teacher occupying the Position	No. of Teacher with no. of teaching hours per week							
		30 & up	30 below	25 below	20 below	15 below	10 below	5 below	0
Head Teacher									
MT2									
MT1									
T3									
T2									
T1									
Total									

Remarks:
