

**REGIONAL MEMORANDUM**  
No. 4, s. 2016

**REGIONAL POLICIES ON SCHEDULING AND SYNCHRONIZATION OF  
SCHOOL, DIVISION AND REGIONAL ACTIVITIES**

TO: **Schools Division Superintendents**  
**Regional & Division Office Chiefs**  
**Regional & Division Supervisors**  
**Heads of Public & Private Elementary & Secondary Schools**  
This Region



1. In order to ensure effective and efficient delivery of basic education services to the learners and to synchronize the interfacing of division and regional functions, DepEd Regional Office IX hereby enjoins the following policies on scheduling and synchronization of school, division and regional activities:

**A. Focus on Quality Supervision and Academic Excellence**

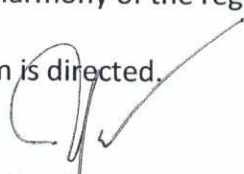
- a. There shall be no activities involving teachers and students one (1) week before periodical examinations. Likewise, there shall no activities disrupting classes one (1) month before National Achievement Test (NAT). DepEd performance is based on NAT Rating, thus it should be given priority.
- b. No meetings involving school personnel and division officials should be conducted on Mondays. DepEd Officials should be on their station during the first day of the week.
- c. To ensure quality of delivery of education services at all levels, Quality Assurance Monitoring & Evaluation (QAME) shall be conducted regularly. Regional QAME will be conducted every 2<sup>nd</sup> and 4<sup>th</sup> week of the month except when the schedule falls within examination period. Division QAME activities shall be scheduled on the 1<sup>st</sup> and 3<sup>rd</sup> week of the month to require the presence of supervisors and program coordinators during the RQAME.

**B. Focus on Partnership and Integration**

- a. Academic and co-curricular competitions must be held in unified manner and must follow DepEd Order No. 9, s. 2015 to have enough time to prepare for national competitions.
- b. SDOs shall hold its academic and non-academic competitions in October after Second Periodical Examinations. The region will hold its Integrated Competitions during the month of December.
- c. Conduct of seminars, workshops, training and conferences should be done in omnibus manner. Activities with the same target SDO participants should be fused to maximize their travel time and to save resources.
- d. All academic and co-curricular competitions should be done in integrated manner.

2. Attached is the synchronized schedule of Region-initiated activities (Enclosure No. 1) for your reference. It is advised that SDOs will schedule their activities in harmony of the region.

3. Immediate dissemination and compliance of this Memorandum is directed.

  
**ISABELITA M. BORRES, CESO III**  
Regional Director