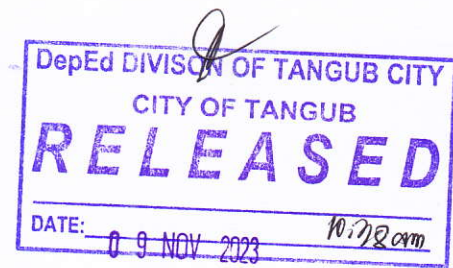




Republic of the Philippines  
**Department of Education**  
Region X  
**SCHOOLS DIVISION OF TANGUB CITY**



November 7, 2023

DIVISION MEMORANDUM

No. 390, s. 2023

**MAXIMIZING INSTRUCTIONAL TIME AND UTILIZING SELF LEARNING  
MODULES (SLMs) FOR ALTERNATIVE DELIVERY MODES (ADM)s**

To: Assistant Schools Division Superintendent (ASDS)  
Chief Education Program Supervisors (CID & SGOD)  
Education Program Supervisors  
Public Schools District In-Charge (PSDICs)  
All Others Concerned  
*This Division*

1. To enable schools and community learning centers (CLCs) to implement school activities and maximize instructional time in cognizance of the goals and objectives of the DepEd *MATATAG* Agenda effectively and efficiently, this Office through the Curriculum Implementation Division (CID) shall strictly monitor the adherence of schools to DO 09, s. 2005 re Instituting Measures to Engage Increased Time on Task.

2. Stipulated in the DepEd Order are the following specific measures which shall be adopted:

*Classes should not be suspended even while there are school celebrations of important historical events or significant occasions. Discussions on the significance of these events or occasions, such as United Nations Day, Arbor Day, School Nutrition Month, Environment Month, AIDS Awareness Day, etc., should be integrated in related subject areas during the regular classroom discussions. Streamers should no longer be put up in schools to announce such celebrations. Simple announcements in bulletin boards would suffice.*

3. For activities that require the attendance of teachers as participants/coaches, the school heads shall make arrangement with other teachers/Head Teachers to handle the classes of the concerned teachers. The school head shall prepare an Implementation Plan, attaching the class program of the teacher which shall include the assignments/ projects/ homework to be given to learners for that period, utilizing the Self Learning Modules (SLMs). Attached is a template for reference.

4. The accomplished template along with the school head's Implementation Plan shall be attached to the Travel Authority to be submitted



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Region X  
**SCHOOLS DIVISION OF TANGUB CITY**

to the division office a week before the date of the activity. The documents shall be channeled through the CID with countersignature of the PSDIC before forwarding to the Office of the Schools Division Superintendent for approval.

5. For learners who will undergo an intensive training and will miss classes to prepare for regional and or national and international competitions, the Alternative Delivery Mode (ADM) shall be applied. Teachers handling these learners have to make use of the SLMs and ensure that no competency is compromised, learning delivery is instituted and mastery of learning is achieved.

6. All concerns regarding this issuance shall be directly addressed to the CID, Att'n.: EPS Puriza L. Legaspi, the ADM focal person.

7. This Office directs the immediate and wide dissemination of this Memorandum.

  
**SHAMBAEH A. ABANTAS-USMAN, PhD, CESE**  
Assistant Schools Division Superintendent  
OIC-Office of the Schools Division Superintendent

\*MAXIMIZING INSTRUCTIONAL TIME AND UTILIZING SELF LEARNING MODULES (SLMs) FOR ALTERNATIVE DELIVERY MODES (ADM)s

ATCH.: As stated

REFERENCES: DO 09, s. 2005  
DO 34, s. 2022

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

CURRICULUM    PROGRAMS    ADM

CID/radj



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Department of Education  
REGION X - NORTHERN MINDANAO  
SCHOOLS DIVISION OF TANGUB CITY

### ADM Implementation Plan

| Name of Teacher | Activity<br>(Title, Date, Venue) | Teacher's Class Schedule |         | Activity for<br>Learners / Competency | Expected Output |
|-----------------|----------------------------------|--------------------------|---------|---------------------------------------|-----------------|
|                 |                                  | Time                     | Subject |                                       |                 |
|                 |                                  |                          |         |                                       |                 |
|                 |                                  |                          |         |                                       |                 |
|                 |                                  |                          |         |                                       |                 |
|                 |                                  |                          |         |                                       |                 |
|                 |                                  |                          |         |                                       |                 |

Prepared and submitted by: \_\_\_\_\_  
(Signature Over Printed)  
Name of Teacher

Concurred:

\_\_\_\_\_  
(Signature Over Printed)  
Name of School Head

Recommending Approval:

**ANGELINA B. BUARON**  
Chief Education Supervisor, CID

Approved:

**SHAMBAEH A. ABANTAS-USMAN**  
Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent

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