



240-532

Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

DIVISION MEMORANDUM
NO. 388, s. 2024

IMPLEMENTATION OF REGIONAL MEMORANDUM NO. 1479, S. 2024
(Implementing the Undisturbed Instructional Engagement Between Teachers and Learners for the School Year 2024-2025)

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Public Elementary and Secondary School Heads
All Others Concerned

1. In support of Regional Memorandum No. 1479, s. 2024 titled Implementing the Undisturbed Instructional Engagement Between Teachers and Learners for the School Year 2024-2025, this Office reiterates adherence to the provisions stipulated in item number 3 of the memorandum **effective immediately**.
2. To ensure that the provisions are observed across public schools and are in accordance with existing laws and policies of the Department of Education, a division task force is hereby established and shall perform the following functions:
 - a. Monitor adherence to the provisions of the memorandum, which focuses on maintaining undisturbed instructional engagement between teachers and learners;
 - b. Provide assistance and clarification to schools on the implementation of the memorandum effectively, ensuring that the instructional time is maximized and free from unnecessary interruptions;
 - c. Assess how well the schools are following the guidelines and identify any challenges or areas for improvement;
 - d. Collect data and gather feedback from schools to help refine and improve the implementation process.
 - e. Ensure that the actions taken are in line with existing laws and policies of the Department of Education.
3. A copy of RM 1479, s. 2024 and the composition of the Division Task Force are enclosed.
4. This Memorandum shall serve as the official locator slip for task force members who will monitor schools. During each school visit conducted for the purposes outlined herein, members are required to complete the enclosed monitoring tool.



Address: Mena Crisolago St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
Telephone No: (077) 722-20-23 / (077) 632-05-33
Email Address: vigan.city@deped.gov.ph
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5. Immediate and wide dissemination of this memorandum is desired.

VILMA D. EDA, CESO V
Schools Division Superintendent

Encl: As indicated

Reference:

Regional Memorandum No. 1479, s. 2024

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

MORATORIUM

LEARNING DELIVERY

TIME-ON-TASK



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(Enclosure No. 1 to Division Memorandum No. - 388, s. 2024)

**SDO Vigan City Division Task Force
 on Undisturbed Instructional Engagement**

Designation	Task	Responsibilities
Chairperson	Vilma D. Eda, CESO V Schools Division Superintendent	Leads the task force and ensures overall compliance with the memorandum
Co-Chairperson	Annie D. Pagdilao, EdD, CESO VI Asst. Schools Division Superintendent	Assists in overseeing the implementation and provide additional leadership and guidance
Lead Persons	Marie Christine L. Natividad Chief Education Supervisor – CID	Ensures that the curriculum is implemented effectively across all schools in the division; provides guidance and support to schools on curriculum-related matters
	Rodrigo Q. Reyes Jr. Chief Education Supervisor – SGOD	Assures that school governance policies are followed and implemented correctly; oversees the distribution and utilization of resources to support school operations; facilitates strong partnerships between schools and the community to support educational initiatives
Legal Advisors	Atty. Kim R. Tagorda Administrative Officer V Cherry Joy D. Garma Legal Designate	Check compliance with existing laws and policies; provide clear interpretations of the memorandum and other relevant policies
CID Supervisors	Amelyn P. Abella Elsie C. Amarin Pelagio F. Cardenas Solito S. Cortel Peter John A. Frial Edgar L. Pescador Rommel R. Rabo Felipa T. Regaspi	Represent various subject areas, ensuring the effective implementation of the curriculum in these areas; provide specific guidance related to their expertise



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	Nelson A. Robiñol Clarito R. Siababa	
SGOD Supervisor	Susiemar M. Rapisura	Supports schools in maintaining a conducive learning environment; : proposes and organizes training and development programs for school leaders and staff to enhance their skills and competencies
Planning Officer	Gloria P. Cabotaje	Gathers and analyzes data related to instructional time and engagement to identify trends, challenges, and areas for improvement
Administrative/ Technical Support Staff	Winston Pila Mark Jason Raboy	Handle logistical and administrative support for the activities of the task force.



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