



Department of Education  
Region X  
DIVISION OF MISAMIS ORIENTAL  
Cagayan de Oro City



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DIVISION MEMORANDUM

No. 104 s, 2013

TO: Public Schools District Supervisor  
Secondary and Elementary School Heads  
This Division

FROM:  CHERRY MAE L. LIMBACO, Ph.D., CESO V  
Schools Division Superintendent

Subject: **Guidelines on the Conduct of Teachers Meetings/Conferences**

Date: September 9, 2013

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1. Pursuant to DepED Order No.9, s. 2005, re: Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith, the field is hereby directed to conduct teachers' meetings / conferences **ONLY at 4:00 o'clock in the afternoon.**
2. Furthermore, holding of meetings/conferences during class hours is tantamount to disruption of classes .thus , students will no longer obtain the full benefit of the curriculum –based instruction for the prescribed number of days contained in the school calendar.
3. For guidance and strict compliance.

DAJ