



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
Schools Division of Nueva Vizcaya

22 July 2026

DIVISION MEMORANDUM

No. 272, s. 2026

COMPLIANCE WITH THE NO DISRUPTION OF CLASSES POLICY, TIME-ON-TASK, AND THE THREE-TERM SCHOOL CALENDAR

To: Assistant Schools Division Superintendent
Chief - School Governance and Operations Division
Chief - Curriculum Implementation Division
Public Schools District Supervisors/District In-Charge
Public Elementary and Secondary School Heads
All others concerned

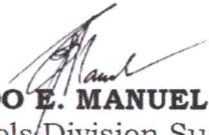
1. In accordance with **DepEd Order No. 09, s. 2026** on the *Implementation of the Three-Term School Calendar* and **DepEd Order No. 09, s. 2005** on *Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith*, all schools are hereby directed to strictly observe instructional time and ensure that all school activities support learning continuity.
2. School heads are hereby reminded that the **No Disruption of Classes Policy** shall be strictly observed at all times.
3. Requests from external stakeholders and other line agencies must not interrupt regular classes and must be processed only when they comply with school rules, learning priorities, and approved procedures.
4. When requests are received from external stakeholders or other line agencies that may affect class schedules, the following procedures shall be observed:
 - a. If 1 to 2 teachers are involved, the school head may authorize participation only if the activity is relevant, time-bound, and will not materially affect learners' instruction; otherwise, the teacher must provide a make-up or alternative instructional arrangement by preparing instructional plan with other teachers assigned to his/her class duly approved by the school head.
 - b. If more than 50% of the teachers are involved, the request shall be denied or rescheduled because it will significantly affect time-on-task and class continuity; the school head must prioritize uninterrupted instruction.
 - c. If all teachers concerned are involved, the activity shall not proceed during class time; teachers shall instead prepare instructional plans or shift to flexible learning options appropriate to the context of the school, such as modular, asynchronous, blended, or other approved modalities.
5. School heads shall observe the following conditions:
 - a. Review all external requests and determine whether the activity can be conducted without disrupting classes.



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- b. Ensure that affected teachers prepare instructional plans, catch-up activities, or flexible learning strategies when approved participation is unavoidable.
 - c. Monitor implementation of the flexible learning options adopted by the school through, online reporting, lesson plan checking, learner task monitoring, and documentation of outcomes from the teachers.
6. A monitoring template for adopting any flexible learning options shall be submitted to the Public Schools District Supervisor or District In-Charge for reporting to the Division Office through the Curriculum Implementation Division. Refer to the attached template.
7. The following indicators shall be used in monitoring compliance:
- a. Instructional time is protected and classes continue as scheduled.
 - b. Teachers submit lesson plans or flexible learning materials before participation in outside activities.
 - c. Formative assessments are conducted and recorded to check learner's progress.
 - d. Any approved activity has minimal or no disruption to learning.
8. Strict compliance and adherence to this memorandum is directed


ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent
07-2026-483

Inclosure: As stated

Reference: D.O No. 09, s. 2026, DO. No. 09, s. 2025

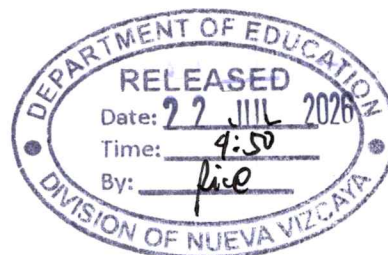
To be indicated in the perpetual index under the following subjects:

Basic/Applied Research

Research Management

Research

Agenda





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Annex 1 of the Division Memorandum No. 272, s. 2026
MONITORING TEMPLATE

Date	Activity/Request	External Stakeholder / Agency	Teachers Involved	Classes Affected	Approval/ Action Taken	Instructional Plan or Flexible Learning Option Used	Formative Assessment Conducted	Results / Learner Output	Remarks

(Add rows, if necessary)

Prepared by:

School Head