



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

---

August 30, 2022

**DIVISION MEMORANDUM**  
NO. **293** S. 2022

**RESCHEDULE OF THE CONDUCT OF TRAININGS, WORKSHOPS,  
SEMINARS, AND PARTICIPATION TO MEETINGS AND OTHER  
ENGAGEMENTS THAT WILL REQUIRE OFFICIALS AND EMPLOYEES TO  
LEAVE THEIR WORK STATIONS**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors  
Curriculum Implementation Division  
School Governance and Operations Division  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and  
Integrated Schools  
All Others Concerned

1. Attached is **Memorandum dated August 22, 2022** from **Epimaco V. Densing III**, Undersecretary and Chief of Staff titled “**Reschedule of the Conduct of Trainings, Workshops, Seminars, and Participation to Meetings and Other Engagements that will Require Officials and Employees to Leave their Work Stations**”.
2. Immediate dissemination of and compliance with this Memorandum are desired.

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent



**Address:** Banica, Roxas City  
**Contact Number:** (036) 6518 456 / 0968 869 5867  
**Email Address:** [capiz@deped.gov.ph](mailto:capiz@deped.gov.ph)  
**Website:** <http://depedcapiz.ph>

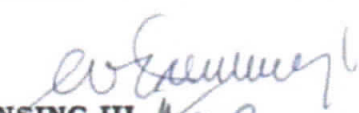


Republic of the Philippines  
**Department of Education**  
OFFICE OF THE SECRETARY

---

**MEMORANDUM**

**TO :** Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Division Chiefs  
All Others Concerned

**FROM:**   
**EPIMACO V. DENISING III**  
*Undersecretary and Chief of Staff*

**SUBJECT: RESCHEDULE OF THE CONDUCT OF TRAININGS, WORKSHOPS, SEMINARS, AND PARTICIPATION TO MEETINGS AND OTHER ENGAGEMENTS THAT WILL REQUIRE OFFICIALS AND EMPLOYEES TO LEAVE THEIR WORK STATIONS**

**DATE:** August 22, 2022

---

In light of DepEd Order No. 034 s. 2022, dated 11 July 2022, entitled *School Calendar and Activities for the School Year 2022-2023*, which provides that the School Year 2022-2023 shall formally start on Monday, 22 August 2022, all officials and employees are enjoined to devote their time and effort for the preparations of the smooth opening of classes.

In view hereof, it is advised that across all governance levels, the conduct of trainings, workshops, seminars and the participation to meetings and other engagements that will affect the conduct of classes and that will require officials and employees who are essential and have specific roles in the opening of classes to leave their respective offices, shall be suspended until 17 September 2022.

**Only activities related to enrolment and opening of classes shall be allowed.** Otherwise, the concerned office shall provide justifiable reasons, subject to the approval of the Regional Director for school and division office-initiated activities. For activities initiated by the regional offices, it must be for approval of the supervising Undersecretary. For Central Office initiated activities, the activity must be recommended by the Bureau Director, for onward submission to the supervising Executive Committee Official.

**For guidance and strict compliance.**