



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DIGOS CITY

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

SGOD-2024-111

To : Assistant Schools Division Superintendent  
SGOD & CID Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
Public School Heads  
All others concerned

Subject : **GUIDANCE ON THE MANDATORY 30-DAY VACATION OF TEACHERS**

Date : February 28, 2024

Relative to Regional Memorandum AD-2024-054 dated February 21, 2024, the field is hereby informed about Memorandum DM-OUOPS-2024-02-01300 dated February 20, 2024 from the Office of the Undersecretary for Operations, re: **Guidance on the Mandatory 30-Day Vacation of Teachers.**

The Office of the Undersecretary for Operations issued the aforementioned memorandum to give guidance on certain provisions of DepEd Order No. 03, s. 2024, titled AMENDMENT TO DEPED ORDER NO. 022, S. 2023 (*Implementing Guidelines on the School Calendar and Activities for the School year 2023-2024*), issued on February 19, 2024. Item 7 of the Order states that **“No voluntary or mandatory tasks or activities shall be assigned to teachers from June 1 to 30, 2024.”**

In this regard, please be reminded that **all teaching personnel SHALL NOT be required to report to their respective schools. Mandatory physical or virtual participation in both DepEd and non-DepEd activities and/or events are likewise prohibited during the said dates.**

For any issues, concerns, and alleged violations of the said directive, kindly send a report immediately to the Office of the Secretary through email at [osec@deped.gov.ph](mailto:osec@deped.gov.ph).

For information and strict compliance.

RECEIVED  
24-117007  
DATE: FEB 29 2024  
BY: [Signature]

*[Signature]*  
**MELANIE P. ESTACIO**

OIC-Schools Division Superintendent

*[Signature]*  
2/28/24

Enclosed: As stated.  
SGOD/cab



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)  
Telephone Nos.: (082) 553-8375; (082) 553-8396

RS  
28044



DepEd Schools Division of Digos  
RECORDS SECTION

RECEIVED 117607  
23 FEB 2024 TIME: 11:04 am

Republic of the Philippines  
Department of Education  
DAVAO REGION

Office of the Regional Director

REGIONAL MEMORANDUM  
AD-2024-054

To : Assistant Regional Director  
Schools Division Superintendents

Subject: GUIDANCE ON THE MANDATORY 30-DAY VACATION  
OF TEACHERS

Date : February 21, 2024

Herewith is Memorandum DM-OUOPS-2024-02-01300 dated February 20, 2024 from the Office of the Undersecretary for Operations, reminding the field that teaching personnel shall not be required to report to schools from June 1 to 30, 2024.

For information and strict compliance.

ALLAN G. PARNAZO  
Director IV

Enclosed : As stated.

ROA3/PS/ljtj

DEPARTMENT OF EDUCATION  
RECORDS SECTION  
RELEASED

By: [Signature]  
Date: Feb. 23, 2024  
28044



Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-1665; (082) 221-6147  
Email Address: region11@deped.gov.ph  
Website: www.depedroxi.ph



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

DEPARTMENT OF EDUCATION ROXAS

RECORDS SECTION

RECEIVED

By: [Signature] Date: 2.20.24 Time: 4:30

MEMORANDUM  
DM-OUOPS-2024-02-01300

FOR : ALL REGIONAL DIRECTORS  
ALL SCHOOLS DIVISION SUPERINTENDENTS  
ALL PUBLIC SCHOOL HEADS  
ALL OTHERS CONCERNED

FROM : Atty. REVSEE A. ESCOBEDO  
*Undersecretary for Operations*  
  
FRANCIS CESAR B. BRINGAS  
*Assistant Secretary for Operations*

SUBJECT : GUIDANCE ON THE MANDATORY 30-DAY VACATION OF TEACHERS

DATE : February 20, 2024

This Office issues this Memorandum to give guidance on certain provisions of DepEd Order No. 03, s. 2024, titled *AMENDMENT TO DEPED ORDER NO. 022, S. 2023 (Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024)*, issued on February 19, 2024. Item 7 of the Order states that **"No voluntary or mandatory tasks or activities shall be assigned to teachers from June 1 to 30, 2024."**

In this regard, please be reminded that **all teaching personnel SHALL NOT be required to report to their respective schools. Mandatory physical or virtual participation in both DepEd and non-DepEd activities and/or events are likewise prohibited during the said dates.**

For any issues, concerns, and alleged violations of the said directive, kindly send a report immediately to the Office of the Secretary through email at [osec@deped.gov.ph](mailto:osec@deped.gov.ph).

For strict compliance and wide dissemination.

Copy furnished:  
OFFICE OF THE SECRETARY  
[osec@deped.gov.ph](mailto:osec@deped.gov.ph)



Room 101, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City 1600  
Telephone Nos.: (02) 8633-5313; (02) 8631-8492  
Email Address: [oure@deped.gov.ph](mailto:oure@deped.gov.ph) | Website: [www.deped.gov.ph](http://www.deped.gov.ph)

Doc. Ref. Code	OM-OUOPS	Rev	01
Effectivity	03.23.23	Page	1 of 1





Republic of the Philippines  
**Department of Education**

FEB 19 2024

DepEd ORDER  
No. **003**, s. 2024

**AMENDMENT TO DEPED ORDER NO. 022, S. 2023**  
(Implementing Guidelines on the School Calendar and Activities  
for the School Year 2023–2024)

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Minister, Basic, Higher and Technical Education, BARMM  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary Schools Heads  
All Others Concerned

1. In line with the commitment of the Department of Education (DepEd) articulated in the MATATAG Agenda to “**TA**ke good care of learners by promoting learner well-being, inclusive education, and a positive learning environment,” this Department places the highest priority on ensuring the health, safety, and well-being of learners and teachers.
2. To ensure that this commitment is fulfilled, DepEd recognizes the clamor to gradually revert the school calendar to the pre-pandemic opening of classes. Alongside the resounding consensus from extensive consultations with teachers, learners, and relevant stakeholders, the same call is echoed by the findings of the study conducted by the Philippine Normal University (PNU) titled Analysis of the Basic Education School Year Calendar in the Philippines: Inputs to Policy (PNU, 2023).
3. In light of these considerations, the provisions of Part V of Enclosure No. 1 of DepEd Order (DO) No. 022, s. 2023 titled Implementing Guidelines on the School Calendar and Activities of School Year (SY) 2023–2024, specifically nos. 7, 26, and 28, shall be amended as follows:

**Item 3, No. 7**

7. The adjusted date of the End of School Year (EOSY) shall be **May 31, 2024, Friday**.

**Item 3, No. 26**

26. The School Awards Committee shall deliberate on awards and recognition **not later than three calendar days** before the EOSY Rites for the following: (a) learners who will receive recognition and awards, and (b) learners who are candidates for graduation.

**Item 3, No. 28**

28. The EOSY Break shall be from **June 1 to July 26, 2024, Friday**.

4. The following are pertinent sections of the Monthly School Calendar of Activities:

- **Quarterly Examination.** Quarterly examinations shall be scheduled as follows:

Academic Quarter	Date
Academic Quarter 3	March 25 and 26, 2024
Academic Quarter 4	May 16 and 17, 2024

- **EOSY Rites.** The EOSY Rites shall be conducted from **May 29 to 31, 2024**. However, under exceptional circumstances, the schools may conduct the EOSY Rites on **June 1, 2024, Saturday**, only upon consultation with teachers and parents.

5. Enclosed is the **Monthly School Calendar of Activities for School Year 2023-2024** which indicates the activities and their corresponding dates of implementation or administration.

6. The following are additional provisions of the school calendar to be implemented in the SY 2023-2024:

- **National Learning Camp (NLC).** The NLC shall continue to be implemented following DO 14, s. 2023<sup>1</sup>. However, due to the adjustment of the school calendar for SY 2023-2024, activities in the Consolidation and Intervention Camps shall be conducted within **three weeks instead of five weeks** during the SY 2023-2024 EOSY break from **July 1 to 19, 2024**. Services of teachers in the NLC shall be voluntary.
- **Centrally Managed Co-Curricular Activities.** All Central Office-managed co-curricular activities shall be scheduled within the EOSY break with the following specific dates:

Co-Curricular Activity	Inclusive Dates
Palarong Pambansa	July 6 to 17, 2024
National Festival of Talents (NFOT)	July 9 to 13, 2024
National Schools Press Conference (NSPC)	July 9 to 13, 2024
Learners' Convergence	July 9 to 15, 2024

- **Brigada Eskwela.** The Brigada Eskwela shall be conducted from **July 22, Monday to July 27, 2024, Saturday**.
- **Start and End of SY 2024-2025.** SY 2024-2025 shall **start on July 29, 2024, Monday** and **end on May 16, 2025, Friday**.

7. No voluntary or mandatory tasks or activities shall be assigned to teachers from June 1 to 30, 2024.

8. All other provisions stated in DO 022, s. 2023 not affected by these amendments shall remain effective. Moreover, all other Orders or parts thereof, and other related issuances, that are inconsistent with this Order are repealed or modified accordingly.

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<sup>1</sup> Policy Guidelines on the Implementation of the National Learning Camp

9. This Order shall take effect immediately upon its approval and posting on the DepEd website. This shall be registered with the Office of the National Administrative Registrar (ONAR) at the University of the Philippines Law Center (UP LC), UP Diliman, Quezon City.

10. For more information, please contact the **Office of the Director of the Bureau of Learning Delivery** through email at [bld.od@deped.gov.ph](mailto:bld.od@deped.gov.ph) or telephone numbers (02) 8637-4346 and 8637-4347.

11. Immediate dissemination of and strict compliance with this Order is directed.

  
**SARA Z. DUTERTE**  
*Vice President of the Republic of the Philippines*  
*Secretary of the Department of Education*

Encl.:  
As stated

References:  
DepEd Order (Nos. 022 and 014, s. 2023)  
DepEd Memorandum No. 001, s. 2024



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

BUREAUS AND OFFICES  
CALENDAR  
CLASSES  
LEARNERS  
POLICY  
SCHOOLS  
TEACHERS

(Enclosure to DepEd Order No. 003, s. 2024)



**Monthly School Calendar of Activities for School Year 2023-2024**

Month	Activity																																																		
<b>February</b>																																																			
3 5 to March 1 10 11 and 18	<ul style="list-style-type: none"> <li>Parent-Teacher Conference (PTC)/ Distribution of Report Cards</li> <li>National Learning Camp Assessment (NLCA) Pre-Test for Grades 7 and 8</li> <li>Chinese New Year (Special Non-working Day)</li> <li>Philippine Educational Placement Test</li> </ul>	<p style="text-align: center;"><b>FEBRUARY 2024</b></p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> </tr> <tr> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> </tr> <tr> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: right;">Class days: 21</p>	S	M	T	W	T	F	Sa					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29									
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<b>March</b>																																																			
4-22 11-15 25-26 27 28 29	<ul style="list-style-type: none"> <li>National Learning Camp Assessment (NLCA) Pre-Test for Grades 9 and 10</li> <li>National Achievement Test (NAT) for Grade 12</li> <li>Third Quarter Examination</li> <li>End of Academic Quarter 3</li> <li>Maundy Thursday (Regular Holiday)</li> <li>Good Friday (Regular Holiday)</li> </ul>	<p style="text-align: center;"><b>MARCH 2024</b></p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> </tr> <tr> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> </tr> <tr> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> </tr> <tr> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> </tr> <tr> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> </tr> <tr> <td>31</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: right;">Class days: 19</p>	S	M	T	W	T	F	Sa						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
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- Legend:
- × - Declared Holidays
  - - Days for INSET, Co-Curricular Activities, and Home-School Collaboration-Related Activities
  - △ - Administration of Quarter Examination