



**Tanggapan ng Kalihim  
Office of the Secretary**

FEB 09 2005

DepED MEMORANDUM  
No. **33**, s. 2005

To : Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents

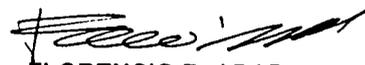
**Justification to Support Requests for Holding of Seminars, Workshops  
and Conferences that Will Require Attendance of Students, Teachers  
and School Administrators during Schooldays**

In line with the efforts of the Department to increase engaged time-on-task, any proposal to hold a seminar, workshop or conference that will take away students, teachers and school administrators from their classrooms or school, as the case may be, will have to be justified in detail as to the following:

1. Why the activity is being held during schooldays
2. Why the attendance of students, teachers or school administrators is necessary
3. How the activity will contribute to the schools' instructional program
4. How the benefits from attendance will compensate for the loss in instructional time for academic work

DepEd Offices, through which such proposals are submitted, should review the same in relation to the above concerns and submit their recommendations to the Office of the Secretary.

For immediate dissemination and strict compliance.

  
FLORENCIO B. ABAD  
Secretary

Reference:

None

Allotment: 1—(D.O. 50-97)

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

CONFERENCES

SEMINARS

WORKSHOPS

OFFICIALS

TEACHERS