

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



04 March 2026

Regional Memorandum
No. 164 s. 2026

STRICT COMPLIANCE WITH SCHOOL-BASED MANAGEMENT (SBM) STANDARDS AND TIME-ON-TASK REQUIREMENTS

To: **Schools Division Superintendents**

1. Pursuant to Republic Act No. 9155 (2001)¹, DepEd Order No. 005, s. 2024², and DepEd Order No. 007, s. 2024³, this Office, through the Field Technical Assistance Division (FTAD), reiterates the requirement of strict compliance with the policies, standards, and implementing guidelines provided in the foregoing issuances.
2. Republic Act No. 9155 institutionalizes a governance framework for basic education anchored on authority with accountability and shared governance, recognizing the role of School Heads and personnel in engaging stakeholders and the community to deliver basic education effectively and improve learner outcomes. DepEd Order No. 007, s. 2024 further strengthens School-Based Management (SBM) by promoting continuous improvement, transparency, accountability, and shared governance, including mechanisms for school self-reflection, self-management, and school improvement.
3. In line with the foregoing, strict observance of Time-On-Task, DepEd Order No. 009, s. 2005⁴, is hereby emphasized to protect and maximize instructional time and to ensure that learners remain actively engaged in meaningful learning experiences.
4. Consistent with the above-cited issuances, School Heads shall ensure the effective management of the school's administrative, instructional, and operational functions, consistent with their authority and accountability under the governance framework of RA 9155. Without limiting the generality of the foregoing, School Heads shall:
 - a. Exercise instructional leadership by supervising curriculum implementation and continuously monitoring the teaching-learning process, including strict compliance with Time-On-Task requirements.

¹ Governance of Basic Education Act of 2001

² Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload

³ Policy Guidelines on the Implementation of the Revised School-Based Management (SBM) System

⁴ Instituting Measures to increase engaged Time-On-Task and ensuring compliance therewith




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- b. Manage and control non-instructional demands by ensuring that administrative tasks assigned to teachers are properly planned, streamlined, and scheduled so as not to compromise instructional time, classroom engagement, and learning continuity; and
 - c. Promote efficient and accountable school operations aligned with governance standards, accountability mechanisms, and performance targets prescribed by the Department, including compliance with required timelines and documentation.
5. All Schools Division Offices are hereby directed to ensure the immediate dissemination and faithful implementation of DepEd Order No. 005, s. 2024 and DepEd Order No. 007, s. 2024 at the division and school levels. SDOs shall intensify monitoring and feedback mechanisms and provide appropriate technical assistance to ensure that school-level implementation remains aligned with prescribed operational standards, timelines, accountability measures, and reporting requirements.
 6. The Field Technical Assistance Division shall continue to conduct monitoring, validation, and support activities to determine compliance and to strengthen governance and implementation mechanisms consistent with the intent of the above-cited policies and standards.
 7. For clarification or further guidance, please coordinate with Michael Girard R. Alba, Chief, Field Technical Assistance Division, at 0917-888-2731 or michael.alba@deped.gov.ph.
 8. Immediate dissemination and compliance with this Memorandum are hereby directed.


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