



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

April 30, 2025

**DIVISION MEMORANDUM**

No. 0106, s. 2025

**ADOPTION AND IMPLEMENTATION OF AUTOMATED CLASS AND TEACHER SCHEDULES  
(ACTS) IN DAVAO REGION**

To: Dr. Janette G. Veloso, CESO VI, Assistant Schools Division Superintendent  
Dr. Eduard C. Amoguis, Chief, Curriculum Implementation Division  
Education Program Supervisors  
Public Schools District Supervisors  
All School Heads  
All Other Concerned

Pursuant to Regional Memorandum No.007, s. 2005 titled Adoption and Implementation of Automated Class and Teacher Schedules (ACTS) In Davao Region, this Office advises all Division schools to utilize the said automated system. This system outlines a contextualized intervention scheme to strengthen time on tasks and minimize disruption of classes.

Attached in this Memorandum is the terms of Reference for the Use of the Automated and Teacher Scheduler (ACTS) Program. All Education Program Supervisors and Public Schools District Supervisors must ensure the compliance, and must conduct the monitoring and technical assistance to this responsibility.

Everyone is highly encouraged to continually support and recognize the value of equality and diversity of all personnel while complying with the directives set forth by this office.

Please be guided accordingly.

**REYNALDO B. MELLORIDA, CESO V**  
Schools Division Superintendent



Enclosure: As Stated  
CID/ gstd  
Fn. ACTS





Republic of the Philippines  
**Department of Education**  
 DAVAO REGION

**April 23, 2025**

REGIONAL MEMORANDUM  
 No. 007, s. 2025

**ADOPTION AND IMPLEMENTATION OF AUTOMATED CLASS AND TEACHER  
 SCHEDULER (ACTS) IN DAVAO REGION**

To: Schools Division Superintendents

1. In line with the Department of Education's commitment to enhance the efficiency and effectiveness of school operations, Davao Region issued Regional Memorandum No. 25, s. 2023, known as Regional Policy Guidelines in the Substitution of Classes Grant of Service Credits. It outlines a contextualized intervention scheme to strengthen time on tasks and minimize disruption of classes.
2. Thus, in support of the provisions of Regional Memorandum No. 25, s. 2023, this Office hereby directs Regional Functional Divisions and Schools Division Offices for the adoption and implementation of the research innovation titled Automated Class and Teacher Scheduler (ACTS): A Novel Approach to preventing Class Disruptions in DepEd Region XI public schools. This initiative aims to streamline the scheduling process, reduce administrative workload, and ensure optimal utilization of teaching resources.
3. Copy of the study and the Terms of Reference for the Use of the Automated Class and Teacher Scheduler (ACTS) Program are attached.
4. Immediate dissemination and strict compliance of this Memorandum is highly desired.

**ALLAN G. FARNAZO**  
 Director IV *Zemo*

Enclosed: As Stated  
 ROP2/cadi

DEPARTMENT OF EDUCATION - DAVAO REGION  
 RECORDS SECTION  
**RELEASED**

By: *[Signature]*  
 DATE: *Apr. 28, 2025*  
 120535



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







Republic of the Philippines  
**Department of Education**  
DAVAO REGION

Enclosure 1

**Terms of Reference for the Use of the Automated Class and Teacher Scheduler (ACTS) Program**

**1. Introduction**

The Automated Class and Teacher Scheduler (ACTS) has been developed to help generate class and teacher timetables with pre-assigned vacant substitute teachers in case of class disruptions. This document outlines the terms and conditions governing the use of the ACTS to ensure its proper and ethical utilization.

**2. Access and Usage**

- 2.1. Authorized Users: The ACTS is intended for use by **public schools** in **DepEd Region XI**, subject to a valid license agreement.

**3. Restrictions**

- 3.1. Sharing of Files: No individual or entity is permitted to share, sell, or transfer the ACTS program, its source code, or any related files, in part or in whole, to any third party without the explicit written consent of the developer.

**4. Confidentiality and Intellectual Property**

- 4.1. Intellectual Property Rights: The ACTS program is the developer's intellectual property. The developer owns all copyrights and other property rights associated with the program.
- 4.2. Confidentiality: Users agree to maintain the confidentiality of all Confidential Information provided during the course of using the ACTS program. Users shall not disclose, distribute, or share such information with any third party without the prior written consent of the developer.

**5. Termination**

- 5.1. Breach of Terms: In the event of a breach of these terms and conditions, the developer reserves the right to terminate the user's access to the ACTS program, revoke the license, and take legal action as deemed necessary.

**6. Disclaimer**

The ACTS program is provided "as is," and the developer makes no warranties or representations regarding its fitness for a particular purpose, accuracy, or reliability. Users accept all risks associated with the use of the program.

The Developer: **JOSE L. BARBA JR.**  
ACTS TOR Date created: **April 24, 2025**



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