



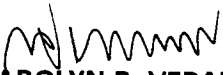
Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET
Wangal, La Trinidad, Benguet, 2601



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DIVISION MEMORANDUM
NO. 263 s.2017

TO : PUBLIC SCHOOLS DISTRICT SUPERVISORS, SCHOOL HEADS

FROM : 
MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent

SUBJECT : POLICY-REMINDER/GUIDELINES ON SUSPENSION OF CLASSES AND
INCREASED TIME-ON-TASK

DATE : October 26, 2017

*RECEIVED
OCT 31 2017*

1. With the influx of request letters from the school heads requesting for the approval of the conduct of Saturday classes in lieu of the suspensions and other circumstances, the Division Office of Benguet reiterates the following:

a. Suspension of Classes

No classes should be held during Sundays, non-working and special non-working holidays, and when classes are suspended due to local holidays, proclamation of non-working days or the automatic cancellation/suspension of classes due to typhoon, flooding, other weather disturbances and calamities.

According to DepEd Order 25, s.2017, School Calendar for School Year 2017-2018, make-up classes are recommended in lieu of class cancellations due to celebrations and holidays, as well as natural and man-made calamities. Mechanism for the conduct of make-up classes must be agreed upon by school heads and the Parent-Teacher Associations.

In relation to the above-stated pronouncements, approval from the Schools Division Office through a request letter is not necessary in holding Saturday classes to compensate suspensions due to holidays and typhoons, flooding or other weather disturbances and calamities. However, there is a need to inform the parents and the learners of the scheduled Saturday classes ahead of time.

Further, there is no provision that will allow the extension of holidays or cancellation of school days in anticipation of low class attendance in schools due to the absence of transportation during holidays or for any other reasons.

b. 180 Contact Days in a School Year

Please be reminded of the required number of school days for the school year especially when holding make-up classes to off-set the days when classes are cancelled/suspended. These make-up classes shall be held on Saturdays or on weekdays beyond the originally set school calendar. *(DepEd Order 43 s.2012- Guidelines on the Implementation of E.O. No. 66; Prescribing Rules on the Cancellation or Suspension of Classes and Work in Government Offices Due to Typhoons, Flooding, Other Weather Disturbances, and Calamities)*

The 180 contact days shall represent the actual teaching-learning days which all schools shall strictly adhere to. This number of days shall be used for instructionally relevant activities pursuant to engaging learners in learning the lessons of the curriculum. For subjects taught for 5 hours a week, there should be 180 lessons or more which are being planned and delivered. For subjects taught for 4 hours a week, a total of 144 lessons or more should be delivered. For subjects taught for 3 hours a week, a delivery of 108 lessons or more should be administered. For subjects taught for 2 hours a week, 72 lessons or more should be delivered and for subjects taught for one hour a week, a total of 36 lessons or more shall be delivered.

Classes should not be suspended in school celebrations of important historical event on significant occasions such as United Nations Day, Nutrition Month, Buwan ng Wika, Science and Math Fair, etc. These should be integrated in related subject areas during the regular classroom discussions. Such celebrations should be announced in bulletin boards. Similarly, holding of school-based fairs and competitions shall be done outside of class hours.

c. Continuous Learning

During fairs or competitions from District to higher levels, please minimize sending teachers to avoid disruption of classes. The school heads may accompany the students to the contest venue. The coaches shall remain as the coach and be given the awards, and not the school head.

When teachers are out from the school for attending trainings/seminars or when they are absent, it is not enough that they just leave exercises or seatwork for the learners. There must be someone to take over the class, a relieving teacher, the school head or they combine classes.

d. Every Learner is Considered for Quality Instruction

Enrichment and remediation classes and individual instruction shall be encouraged to support teaching and learning and shall be conducted outside class hours.

2. Immediate dissemination of strict compliance with this Memo is directed.