



Republic of the Philippines
Department of Education

Region X

DIVISION OF EL SALVADOR CITY

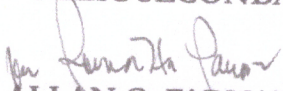
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DIVISION MEMORANDUM

No. 126 s, 2017

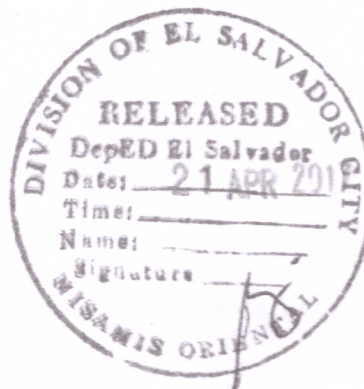
To: PUBLIC ELEMENTARY SCHOOL HEADS
PUBLIC SECONDARY SCHOOL HEADS

From: 
ALLAN G. FARNAZO, PhD, CESO IV
Regional Director IV, Concurrent SDS

Subject: Guidelines on School Readiness for the Opening of Classes
for School Year 2017-2018

Date: April 20, 2017

1. To start the school year right, the field is hereby directed to strictly observe the **Guidelines on School Readiness** for the Opening of Classes for school year 2017-2018.
2. These guidelines shall be used by the Division Supervisors in evaluating the school readiness of each respective schools.
3. Please see attached copy of the guidelines for your reference.
4. For your information, guidance and strict compliance.



Copies Furnished:
Person Concerned,
Records Section-Memorandum/

/emr

GUIDELINES ON SCHOOL READINESS

A. Classroom Structuring

All schools are directed to observe Regional Memorandum No. 15, s. 2013 re Classroom Structuring.

B. Learning Resources

On top of the teacher's table are the following:

1. Curriculum Guide (CG) and Teacher's Guide (TG)
2. Learning Resource Materials (LRMs)
3. Inventory of references in all learning areas

C. List of Pupils/Students

Outside the room entrance is the list of learners in that room. Automatic enrollment and tracking mechanism is encouraged by adopting the following:

1. Automatic Enrolment of Kindergarten learners to Grade 1 to Grade 6 including Inclusive Education learners (SPED, ALS, ADM, IPED, MEP)
2. Automatic referral of Grade 6 Graduates to Grade 7 and Grade 10 completers to Grade 11 including learners with special needs and passers of Basic Literacy to A and E
3. Automatic Enrolment of Grade 7 learners to Grade 10 and Grade 11 learners to Grade 12 including learners with special needs and passers of Elementary A and E
4. Automatic referral of grade 10 completers including learners with special needs and passers of secondary A and E to Senior High School

D. School Face-Lifting

This considers the following:

- Mowed grasses
- Robust plants all around
- Painted buildings and fences
- Unblemished school signage

E. Senior High School

All Senior High Schools are advised to have the following:

1. Media blitz
2. SHS jingles on air within the school if not over the radio
3. Tarpaulin on school offerings
4. Info center or info desk
5. Industry mapping

F. New Philippine Flag

All schools are directed to hang unfaded Philippine Flag.

G. Updated Profile of Teachers

This shall be placed in tarpaulin near the school to provide direction to learners of their class advisers.

H. Other Concerns

1. **Compliance to DO 42, s. 2016** re Policy Guidelines on Daily Lesson Preparation for the K to 12 Basic Education.
2. **Classroom consultation** with specific time approved by the school head shall be included in the class program for teacher's meetings/conferences with parents.
3. Division Supervisors, Public Schools District Supervisors & school heads must have a copy of the **budget of work of the K to 12 Curriculum by learning areas and by grade level from first to fourth quarters** of the school year to ensure provision of effective and efficient instructional supervision.
4. **School calendar for SY 2017-2018** must be strictly complied with. School heads shall prepare remedial and make-up class mechanism in case of disruption of classes for consolidation by the schools division offices and submission to Regional Office on or before May 15, 2017.
5. **Automatic turn-over** of learners' school records and portfolio from kindergarten teacher to the succeeding grade level teacher including inclusive education teacher (SPED, ALS, ADM, IPED, MEP) is encouraged.
6. **Immediate submission of Report/Updates** including damaged assessment on Learning Resources due to crisis situation.
7. **Schedules of Learning Action Cell (LAC)** and implementation plan
8. **M and E** of Division Offices on the cascading of trainings conducted in the RO and CO to the school level.
9. **Utilization of off-line, on-line Learning Resources** to facilitate the need of resource materials
10. **Implementation of Alternative Delivery Mode (ADM), Alternative Learning System, Special Education (SPed), Muslim Education and IP Education** as included in the Mission of DepEd.