



Republic of the Philippines
 Department of Education
 Region X
DIVISION OF EL SALVADOR CITY



Zone 3, Poblacion, El Salvador City
 Telefax No: (088) 555-0475 | Email Address: elsalvador.city@deped.gov.ph | Website: depedelsalvadorcity.net

DIVISION MEMORANDUM

No. 103, s. 2019

To: Education Program Supervisors
 Public Elementary School Heads
 Public Secondary School Heads
 All Teachers

From: **JESNAR DEMS S. TORRES, Ph.D., CESE**
 OIC-Schools Division Superintendent

Subject: Submission and Signing of School & Class Program, Teacher's Load and Localized Monthly School Calendar of Activities

Date: May 24, 2019

- To ensure a systematic and efficient opening of classes this June 3, 2019, this Office enforces all schools to submit School & Class Program, Teacher's Load and Localized Monthly School Calendar of Activities for checking, evaluation and approval.
- School heads are expected to bring the above mentioned documents on May 28, 2019 during the Meet the Staff-Year Beginning Activity at Molugan Central School, Molugan, El Salvador City.
- Checking of documents will be done simultaneously along with the Meet the Staff. Stated below is the list of Education Program Supervisors with their assigned grade level:

Elementary Level (Class Program, Teacher's Load)	Fritzie C. Sillabe Grace P. Paculba, Ph.D Genevieve E. Lusterio, Ph.D
Junior High School (Class Program, Teacher's Load)	Balve G. Granido, Ph.D Lorna H. Estrosas, Ph.D, Margie R. Valmoria, Ph.D
Senior High School (Class Program, Teacher's Load)	Anabelle M. Mamaclay, C.E, Ph.D Roque R. Sabasaje
School Calendar of Activities (All Level)	Aster M. Gallega, Ph.D Manuel A. Janubas



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4. Project CNR (Reading Intervention) should be integrated in the class program with 30 to 60 minutes time allotment per day (*please see attached enclosures*).
5. Please refer to *Enclosure 1: Sample Class Program (Elementary)* and *Enclosure 2: Sample Class Program (Secondary)* for your reference.
6. Further, *Localized Monthly School Calendar of Activities* should reflect your school-based activities and the total number of school days per month (*please see Enclosure 3*).
7. For strict compliance.

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Enclosure No. 1: Sample Class Program (Elementary)

CLASS PROGRAM

SY 2019-2020

Grade Level & Section: Grade I-Dependable

Male: 17 Female: 20 Total: 37

Time	Learning Areas	No. Minutes
7:15-7:30	Flag Ceremony	
7:15- 7:25	Homeroom	
7:25-7:55	Edukasyon sa Pagpapakatao	30
7:55-8:45	Mother Tongue	50
8:45-9:15	Filipino	30
9:15-9:35	RECESS	
9:35-10:15	Araling Panlipunan	40
10:15-10:45	English (Oral Fluency)	30
10:45-11:35	Mathematics	50
1:00-1:30	Remediation, Reinforcement or Optional Religious Instruction	
1:30-2:10	MAPEH	40
2:10- 3:10	Project CNR (Basa ni Elsa)	60
TOTAL		330

I hereby certify that I have 30 hours/week actual teaching load with the following ancillary task/s: SPG Adviser, Reading Coordinator

Prepared by:

Approved:

JURICA ETHEL L. ESTRADA, MT-I
Adviser

NILO L. LOMONGO, Ph.D
Principal I

Noted:

JESNAR DEMS S. TORRES, Ph.D, CESE
Schools Division Superintendent

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Time Allotment (D.O 31, s. 2012)

The time allotment for each subject is the minimum period for class interaction. The learning time can be extended to include off-school learning experiences at home or in the community for transfer of learning to real-life situations as provided for in the curriculum. The outputs of such off-school learning experiences are usually in the form of products and performances which shall be monitored and credited accordingly.

NOMENCLATURE/ LEARNING AREA	TIME ALLOTMENT							
	Grades 1 to 6 (No. of Minutes Daily)							Grades 7 to 10 (Weekly)
	G1		G2	G3	G4	G5	G6	
	1 st Sem.	2 nd Sem.						
Language Arts								
<i>Mother Tongue</i>	50	50	50	50	-	-	-	-
<i>Filipino</i>	30	30	50	50	50	50	50	4 hrs
<i>English</i>	-	30	50	50	50	50	50	4 hrs
Science	-	-	-	50	50	50	50	4 hrs
Mathematics	50	50	50	50	50	50	50	4 hrs
Araling Panlipunan	40	40	40	40	40	40	40	3 hrs
EPP/TLE	-	-	-	-	50	50	50	4 hrs
MAPEH	40	40	40	40	40	40	40	4 hrs
EsP	30	30	30	30	30	30	30	2 hrs
Total	240	270	310	360	360	360	360	29 hrs



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Enclosure 2: Sample Class Program (Junior High School)

CLASS PROGRAM

SY 2019-2020

Grade Level & Section: Grade 7- Love

Male: 17 Female: 20 Total: 37

Time/Day	Monday	Tuesday	Wednesday	Thursday	Friday
7:00-7:15	Flag Ceremony				
7:15-8:00	Homeroom/ Guidance Program	Independent/ Cooperative Learning	Independent/ Cooperative Learning	Independe nt/ Cooperativ e Learning	
8:00-9:00	MAPEH	ESP	English	English	MAPEH
9:00-10:00		English			
10:00-10:15	R E C E S S				
10:15-11:15	Science	Science	Science	Science	ESP
11:15-12:15	AP	AP	AP	Filipino	Filipino
12: 15-12:45	L U N C H				
12:45-1:15	Project CNR (BASA ni ELSA)				
1:15-2:15	Mathematics	TLE	Mathematics	TLE	Mathematics
2:15-3:15			Filipino		Filipino
3:15-3:30	R E C E S S				
3:30-4:00	Project CNR (BASA ni ELSA)				
TOTAL					

I hereby certify that I have **30 hours/week** actual teaching load with the following ancillary task/s: SSG Adviser, Reading Coordinator

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Enclosure 3: *Sample Localized Monthly School Calendar of Activities*

Localized Monthly School Calendar of Activities (SY 2019-2020)

Month: June

Day	Activities	Remarks
1	●First General PTA Conference (<i>Saturday</i>)	
2	<i>Sunday</i>	
3	●Beginning of Classes	
4	<i>You may indicate your school-based activities here (if any)</i>	
5		
6		
7	<i>Saturday</i>	
8	<i>Sunday</i>	
9	Special Philippine Educational Placement Test (<i>Saturday</i>)	
10	<i>You may indicate your school-based activities here (if any)</i>	
11		
12	√ Independence Day (regular Holiday)	
13	● Clubs/School Organization Meeting	
14	<i>You may indicate your school-based activities here (if any)</i>	
15	<i>Saturday</i>	
16	<i>Sunday</i>	
17	<i>You may indicate your school-based activities here (if any)</i>	
18		
19		
20		
21		
22	<i>Saturday</i>	
23	<i>Sunday</i>	
24	<i>You may indicate your school-based activities here (if any)</i>	
25		
27	*Charter Day El Salvador City	
28	∞ Division Federated PTA Election (tentative)	
29	<i>Saturday</i>	
30	<i>Sunday</i>	
Total Number of School Days for the Month of June:		18

Legend: * Local Holiday ● School-Based Activities √ National Holiday ∞ Division Activity

Prepared by:

Approved:

NILO L. LOMONGO, Ph.D
 Principal I

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 Schools Division Superintendent

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