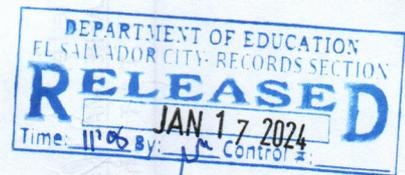




Republic of the Philippines  
Department of Education  
REGION X - NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY



Office of the Schools Division Superintendent

January 11, 2024

DIVISION MEMORANDUM

No. 030, s. 2024

**MID-YEAR BREAK ACTIVITIES**

To: Asst. Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
All Public Elementary & Secondary School Heads  
All Others Concerned  
This Division

1. Pursuant to DepEd Order No. 022, s. 2023 titled **Implementing Guidelines on the School Calendar and Activities For The School Year 2023-2024**, this Office directs all public elementary and secondary schools to conduct the annual five-day mid-year break on **January 24-26** and **January 29-30**, 2024.
2. For SY 2023-2024, the five-day mid-year break shall be spent for the conduct of the Midyear Performance Review and Evaluation and the School-Based In-Service Training (INSET) of teachers. **January 24-26** shall be devoted to the conduct of school-based INSET activities for teachers and preparation of instructional materials. **January 29-30** shall be spent evaluating the school's progress in implementing the educational programs, projects, and activities, as well as reviewing the performance of teachers and the school staff to address concerns through cooperative effort.
3. Moreover, compliance to the encoding of grades in the Curriculum Management and Supervision System shall follow the provisions stipulated in Regional Memorandum No. 483, s. 2021 (Guidelines on the Utilization of Curriculum Management and Supervision System Templates). The data shall be used in the quantitative analysis of the learners' performance and the effectiveness of the programs, projects, and activities to improve learning outcomes.
4. The schedule of submission of the second quarter grades is one week after quarterly examination. The field is hereby reminded of the submission of templates second week after quarterly examination to the Office of the Schools Division Superintendent through the Curriculum Implementation



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Division. The deadline of the submission for the second quarter grades shall be on or before **February 7, 2024**.

5. Enclosed are the templates for reference.
6. Moreover, this Office adheres to the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
7. Immediate and wide dissemination of this memorandum is desired.

  
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

To be indicated in the Perpetual Index  
Under the following subjects:

MIDYEAR ACTIVITIES

INSET

MPRE

CID/NAA



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Enclosure No. 1 of Division Memorandum No. 070, s. 2024

Template 1-A- For the subject teacher (School Level)

This template is to be filled out by the teacher handling the subject. All the ratings of the learners in class will be categorized according to the range indicated in the template. The same template will be used in all learning areas. After accomplishing the template, the teacher will forward a copy to the school head for consolidation. (Reference: Regional Memorandum No. 483, s. 2021 re: Guidelines on the Utilization of Curriculum Management and Supervision System Templates)

Grade Level				
Name of Teacher				
Subject				
60-74 - Did not meet expectation	75-79 - Fairly satisfactory	80-84 - Satisfactory	85-89 - Very Satisfactory	90-100 - Outstanding





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Template 1-B – For the school head

Template 1-B provides the information grades provided by teachers handling the same subject. This shall be filled out by the school head to determine the number of teachers who need TA on classroom instruction based on the number of learners in class with a rating that falls in 60-79. After accomplishing the template, the school head will forward the consolidated report to the supervisor. (Reference: Regional Memorandum No. 483, s. 2021 re: Guidelines on the Utilization of Curriculum Management and Supervision System Templates)

Grade Level				
Name of Teacher	Teacher 1	Teacher 2	Teacher 3	Teacher 4
Subject:				
60-74 – Did not meet expectation				
75-79 -Fairly satisfactory				
80-84 - Satisfactory				
85-89 – Very Satisfactory				
90-100 - Outstanding				

