



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
Upper Session Road Extension, Baguio City  
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DIVISION MEMORANDUM No. 71 s. 2011

August 23, 2011

**CONDUCT OF SATURDAY CLASSES ON SEPTEMBER 3, 2011  
in lieu of August 31, 2011**

To : Education Program Supervisors  
Public Schools District Supervisors  
Schools Administrators (Elementary and Secondary)  
ALL Teachers  
All Concerned

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Relative to numerous queries and request for the classes on August 31, 2011 to be moved on a Saturday, being sandwiched between August 30, 2011 (National Holiday) and September 01, 2011 (Baguio local holiday), this office hereby announces the following:

1. There will be no classes on August 31, 2011 as requested. In lieu hereof, classes will be held on September 3 (Saturday), following the resumption of classes on September 2, 2011 (Friday).
2. **CARD GIVING** for both the **ELEMENTARY AND SECONDARY LEVELS** shall be on **August 27, 2011** as stipulated in the school calendar of activities.
3. Elementary school heads **should not** suspend classes during school days just for the issuance of cards.
4. School heads and teacher- advisers are advised to inform their parents regarding the **card giving on August 27, 2011** and the conduct of the **Saturday classes on September 3, 2011** respectively through sending them notices.
5. **Private schools** that may opt to go by this schedule or otherwise are requested to inform this office.
6. All elementary and secondary school principals/school heads, PSDS and Division Office Administrative and Promotional Staff are advised to report to office on Wednesday, August 31, 2011.
7. Elementary and Secondary principals/school heads are requested to be in their respective schools on September 3, 2011. Classes will be monitored by PSDS and Division Supervisors. A one (1) day Certificate of Overtime Credit (COC) will be given to school heads/PSDS/Division Supervisors who will monitor on September 3.
8. Other teaching staff in the schools who will report on August 31 and September 3 will be given one (1) day COC for September 3.
9. Wide and strict compliance of this memorandum is desired.

  
**ELLEN BAWING- DONATO, Ed.D.,CESO IV**  
Schools Division Superintendent

cc: Mrs. Teresita Velasco  
Assistant Regional Director  
OIC-DenEd-CAR