



DIVISION MEMO No. 101, s.2015

To : EDUCATION PROGRAM SUPERVISORS
DISTRICT SUPERVISORS
PRIVATE AND PUBLIC SCHOOL HEADS

From : FRANCIS CESAR B. BRINGAS, CESO VI
Schools Division Superintendent *FB*

Subject : SUBMISSION OF ADJUSTED SCHOOL CALENDARS

Date : August 14, 2015

1. Paragraph 5 of DO No. 9, s.2015 *SCHOOL CALENDAR FOR SCHOOL YEAR (SY) 2015* states in part *Schools may observe national and local celebrations, holidays and advocacy activities other than those indicated in enclosure No.3 provided that the TOTAL NUMBER OF SCHOOL DAYS shall not be compromised. Make-up classes can therefore be conducted to compensate for the school days spent for activities deemed beneficial to the learning- teaching process. Likewise, make-up classes are recommended in lieu of no-school days due to the occurrence of natural and man-made calamities. A mechanism for having make-up classes MUST be agreed upon by school administrators and parents.*

The total number of school days is 201, 180 of which are non-negotiable. All schools are strongly encouraged to conduct make-up classes even within the 21 buffer days.

2. Mechanisms for having make-up classes may be any of the following: extended weekdays, conduct of Saturday classes, and extended school calendar beyond the End of School Year stated in the DepED order or the approved school calendar for private schools which did not open on June 1.

3. All school heads (SHs) should therefore meet with the parents of their learners to formulate a memorandum of agreement (MOA) as to which mechanism/s they will adopt for the school year and submit the MOA together with their revised school calendar not later than August 28 to the School Management Monitoring and Evaluation Section.

4. Further, SHs are to inform in writing the parents and the Office of the SDS through the School Governance and Operations Division (SGOD) the schedule of their make-up classes one (1) week prior to its conduct.

- a. Schools opting to have Saturday make-up classes are advised not to have these on consecutive weekends.
- b. Schools opting to adopt extended weekdays should attach the daily time schedule and learning areas to their letter of intent.

5. It is expected that all EPSs and DSs will monitor the conduct of make-up classes.

6. A memo on the inventory of the number of class suspension and number of make-up classes conducted for the First Semester shall be issued on a later date.

7. For strict compliance.