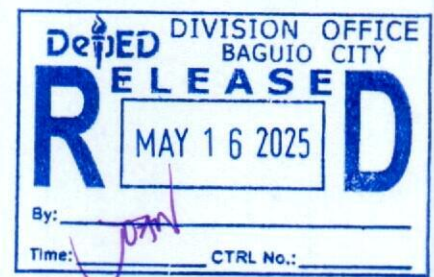




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



May 16, 2025

DIVISION MEMORANDUM

No. **301-2025**

UPDATES ON THE IMPLEMENTATION OF THE 2025 SUMMER PROGRAMS

To: Chief Education Supervisors
Education Program Supervisors
Public School District Supervisors
Public Elementary and Secondary School Heads
Others Concerned

1. Relative to the Implementation of the 2025 DepEd Education Summer Programs as per DepEd Order No. 010, s. 2025 titled **Guidelines for the Implementation of the 2025 DepEd Summer Programs**; DepEd Memo No. 34, s. 2025 titled **Supplemental Guidelines on the Implementation of the Literacy Remediation Program**; DepEd Memo No. 35, s. 2025 titled **Supplemental Guidelines for the Implementation of the Summer Academic Remedial Program**, and DepEd Memo No. 36, s. 2025 titled **Supplemental Guidelines for the Implementation of the 2025 Learning Camp**, the following are being conducted in SDO Baguio:

- Learning Camp (LC) for learners under intervention, consolidation and enhancement levels in Rizal ES (Pilot school) from May 13 to June 6, 2025
- Literacy Remediation Program (LRP) for 20 identified Elementary schools from May 13 to June 6, 2025
- Summer Academic Remedial Program (SARP) for all schools with learners who did not meet expectations in 1-2 learning areas from May 13 to June 6, 2025
- other school-based initiatives on remedial reading/reading remediation from May 13 to June 6, 2025

2. Incentives for teacher volunteers/tutors include certificates, vacation service credits and meal expenses.

3. Enclosed are other details as references. Please be guided accordingly.

4. For clarification or inquiries, feel free to contact Ms. Juliet C. Sannad, Chief of the CID at (074) 619-3491.

5. Immediate and wide dissemination of this Memorandum to all concerned is desired.

SORAYA T. FACULO PhD, CESO VI
Schools Division Superintendent
For the Schools Division Superintendent:

NIÑO M. TIBANGAY PhD
Chief Education Program Supervisor-SGOD



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Enclosures

A. 1. Different Committees

Committees	COMPOSITION	Terms of Reference
Consultant	SDS Soraya T. Faculo	<ul style="list-style-type: none"> Provides guidance and direction on the conduct and implementation of the Summer Programs
Co-Consultant	ASDS Carmel F. Meris	<ul style="list-style-type: none"> Assumes the function of the consultant in the absence of the SDS
Overall Chairperson	Juliet C. Sannad	<ul style="list-style-type: none"> Overall lead in the conduct and implementation of the 2025 Summer Programs
Division Focal Division Co-focal	Armi Victoria Fiangaan (Literacy) Francis Copsiyan (Numeracy)	<ul style="list-style-type: none"> Represent the Division in the National and Regional trainings, orientations, and meetings Finalize and submit consolidated reports to the RO and CO Process procurement for the activities Coordinate with implementing schools
Finance Committee	Lilibeth G. Degsi Belen R. Tomin	<ul style="list-style-type: none"> Give oversight and guidance on financial matters such as budget utilization
Monitoring and Evaluation Team	SGOD-SocMob and SMME EPSs PSDSs (Districts 1-10) School Heads/Principals	<ul style="list-style-type: none"> Monitor and evaluate the 2025 Summer Programs

2. References on Monitoring and Evaluation

- **DepEd Memo No. 35, s. 2025 (Supplemental Guidelines for the Implementation of the Summer Academic Remedial Program)**

30. The school head shall analyze the weekly reports, use the information to improve program implementation, and submit the analysis to the SDO through the Curriculum Implementation Division (CID).

31. The CID shall consolidate the reports, identify critical concerns, provide technical assistance, and submit pressing concerns to the RO through the Curriculum and Learning Management Division (CLMD).



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• **DepEd Memo No. 34, s. 2025 (Supplemental Guidelines on the Implementation of the Literacy Remediation Program)**

3. The CLMD and CID, together with the PSDS and School Heads, shall gather and consolidate feedback from key stakeholders during the Program's different phases—pre-implementation, actual remediation, and post-remediation. Feedback shall be collected from learners, parents or guardians, Remediation Teachers, School Heads, and local education partners, using standardized feedback instruments. Insights gained from the feedback shall guide the provision of timely technical assistance, the refinement of instructional practices, and the continuous improvement of literacy remediation strategies at the school, district, division, and regional levels.
4. To ensure continuous monitoring during the Program implementation, the Schools Division Offices shall conduct scheduled validation visits to participating schools, review learner progress data weekly, and provide immediate support to schools exhibiting implementation bottlenecks. Regional validation teams, composed of CLMD and SGOD personnel, shall likewise conduct spot checks and technical assistance visits to further ensure compliance with program standards.

B. Important Dates and Activities

• **DepEd Memo No. 35, s. 2025 (Supplemental Guidelines for the Implementation of the Summer Academic Remedial Program)**

25. The key dates and milestones in the program's implementation are as follows:

Date	Activity
April 11–21, 2025	School's submission of letter of intent to offer Summer Academic Remediation Program
April 21–28, 2025	Enrollment period
April 28, 2025	Final organization of classes
April 29, 2025	Deployment of teachers
April 30, 2025	Orientation of teachers
May 5–8, 2025	Analysis of Least Mastered Skills
May 9, 2025	Orientation of parents
May 13, 2025	Start of Summer Academic Remedial Program Implementation
May 13–June 6, 2025	Conduct of remedial classes, formative and summative assessments
June 6, 2025	End of Summer Academic Remedial Program implementation
June 10, 2025	Submission of RFG by the remedial teachers to the school head
June 16, 2025	Submission of Monitoring and Evaluation (M&E) Report, Certificate of RFG, and SF 5 to SDO (school head to CID)
July 11, 2025	Submission of M&E Report by SDO to the RO
July 14, 2025	Submission of M&E results by RO to the CO-OPS Strand



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• **DepEd Memo No. 34, s. 2025 (Supplemental Guidelines on the Implementation of the Literacy Remediation Program)**

Table 2: Implementation Phase/ Remediation Sessions

Phase	Timeframe	Key Activities	Assessment Administered	Outputs
Pre-Implementation (Baseline)	Before May 13, 2025	Confirm groupings	CRLA EoSY (Baseline)	Learner grouping validation; Baseline data
Weeks 1-2 (Initial Instruction)	May 13-22, 2025	Literacy instruction (foundational skills focus); Weekly check-ins	Weekly Check-in Assessments	Weekly learner tracking
Midline Assessment	May 23, 2025	Administer CRLA Midline; FGDs and interviews	Weekly Check-in Assessment	Midline data; Implementation feedback
Weeks 3-4 (Adjusted Instruction)	May 26-June 5, 2025	Literacy instruction (word reading, fluency, comprehension); Weekly check-ins	Weekly Check-in Assessments	Weekly learner tracking
Endline Assessment and Closure	June 6, 2025	Administer CRLA Post-Test; Conduct culminating activities	CRLA Post-Test (Endline)	Endline data; Final reports and narratives



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C. DOCUMENTS NEEDED FOR SERVICE CREDIT AND MEAL EXPENSE
Learning Camp/Literacy Reading Program/Summer Academic Remedial Program/
Other School-based Remedial/Remediation Programs

NOTE: TO BE PROCESSED BY THE SCHOOL HEAD

1. SERVICE CREDIT

A. DTR to be signed by the School head/Principal

- Write your school above your name
- Fill out in the date the specific time in and out rendered

B. Accomplishment Report per day and to be signed by the School head/Principal on the last page

Sample (Start at the beginning of the program up to the post test)

Date	Activity	Remarks
May 9, 2025	1. LC Orientation and planning 2.. Collaborative Expertise -Discussion for the delivery of the weekly lesson	Accomplished
May 14, 2025	-Launching Program Participated in the activity with parents and other stakeholders for better LC implementation	Accomplished
May 15, 2025	Topic: Identifying odd or even numbers -Conducted the lesson with activities like number game with the use of manipulative materials, using gadget etc.	Accomplished

C. List of Teachers: Submit hard and soft copies to Sir Bryan Bosaing (Service Credit personnel in charge)

Format (See attached table for computation per hour)

No.	Name	School	Position	No. of hours service rendered	No. of day granted
1.	Juan De la Cruz	A. Tabora ES	T1	4	0.750
2.					
3.					

D. Attendance of Teachers (Logbook format)

DATE/Day 1 May 9, 2025	A.M. (8:00 –12:00)		SIGNATURE	P.M. (1:00 – 5:00)		SIGNATURE
	TIME IN	TIME OUT		TIME IN	TIME OUT	
1. Teacher 1						
2. Teacher 2						
3. Teacher 3						



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2. MEAL EXPENSE

A. CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS (DAILY)

Name of Employee		Employee No.	
Office			
Division			
Particulars	Amount (P)		
Meals	P250.00		
Total			
Purpose: Learning Camp			
I hereby certify that the above expenses incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipts. And that I am fully aware that willful falsification of statements is punishable by law.			
	Certified Correct:	Noted by:	
Signature			
Printed Name			
	Employee	Immediate Supervisor	
	Date	Date	

B. Attendance of Teachers (Logbook format)

DATE/Day 1 May 9, 2025	A.M.		SIGNATURE	P.M.		SIGNATURE
	TIME IN	TIME OUT		TIME IN	TIME OUT	
1. Teacher 1						
2. Teacher 2						
3. Teacher 3						

C. Attendance of Learners (For LEARNING CAMP ONLY)

DATE/Day 1 May 14, 2025	A.M. (8:00 – 12:00)		SIGNATURE	P.M. (1:00 – 5:00)		SIGNATURE
	TIME IN	TIME OUT		TIME IN	TIME OUT	
1. Learner 1						
2. Learner 2						
3. Learner 3						