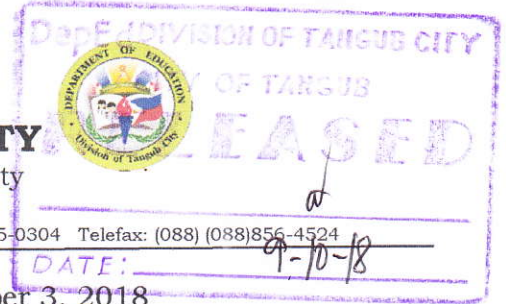




Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF TANGUB CITY
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September 3, 2018

DIVISION MEMORANDUM
No. 229 , s. 2018

**CONDUCT OF MAKE-UP CLASSES IN THE BILLETING SCHOOLS FOR THE
REGIONAL SCHOOLS PRESS CONFERENCE (RSPC) AND NORTHERN MINDANAO
REGIONAL ATHLETIC ASSOCIATION (NMRAA) MEET**

To: Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Elementary and Secondary School Heads
All others concerned
This Division

1. Tangub City shall host the Regional Schools Press Conference (RSPC) on December 4-6, 2018 and Northern Mindanao Regional Athletic Association (NMRAA) Meet on December 16-20, 2018. Moreover, the city shall also host the Mindanao Association of State Tertiary Schools (MASTS) on November 27- December 1, 2018. Part of our hosting is to provide billeting quarters for the delegates to the said activities.

2. With the above premise and pursuant to DepEd Order No. 25, s. 2018 entitled School Calendar of Activities, and the Endorsement from the Regional Office dated August 28, 2018 re: Approval of the Request to Conduct Make-up Classes, there shall be make-up classes according to the number of school days missed in the identified billeting public elementary/secondary schools, as follows:

- a. Billeting Public Schools for RSPC, NMRAA and MASTS
 - Tangub City National High School
 - Tangub City Central School
 - Isidro D. Tan Elementary School
 - Maloro Integrated School
 - Lorenzo Tan Memorial Central School
 - Lorenzo Tan National High School
 - Pangabuan Integrated School
 - Sta Maria National High School
 - Sta Maria Central School
 - Maquilao Integrated School
 - Labuyo Elementary School
 - Silanga Elementary School

- b. Billeting Public Schools for NMRAA only
- Aquino Elementary School
 - Sta Cruz Elementary School
 - Polao Elementary School
 - Garang Elementary School
 - San Apo Elementary School
 - Panalsalan Elementary School
 - Brgy Tres Elementary School

The proposed schedule of make-up classes shall be every Saturday including semestral break starting September 22, 2018. The School Head shall submit to this Office the specific days they agreed to conduct make-up classes in place of the number of days missed during the said activities on or before September 21, 2018.

3. Schools which shall not serve as billeting quarters shall not conduct make-up classes as they will have their regular classes during the RSPC, NMRAA and MASTS. However, those teachers in the non-billeting schools who shall serve as coaches or members of the working committees during the RSPC and NMRAA shall conduct class extension or emergency time and shall give take-home assignments to ensure that the learners learn the competencies expected of them for the particular quarter. These shall be done in coordination and collaboration with the parents and school head. During the RSPC and NMRAA, when the services of these teachers of non-billeting schools are needed as coaches or members of the working committees, they must ensure that the school head or another teacher is taking charge of their class to ensure safety of the learners. Otherwise, they shall not let their learners come to school on those identified days when they can't report to their station.

4. Paragraph 5 of DepEd Order No. 25, s. 2018. "Make-up classes are recommended in lieu of class cancellation due to celebrations and holidays, as well as natural and man-made calamities. MECHANISM FOR CONDUCT OF MAKE-UP CLASSES MUST BE AGREED UPON BY SCHOOL HEADS AND PARENT-TEACHER ASSOCIATION". School Heads are therefore advised to call a special PTA meeting before September 21, 2018 to discuss on the mechanism of the conduct of make-up classes putting high emphasis on the safety of the learners. Moreover, it is advised that the school head shall also coordinate with the barangay Officials regarding the conduct of make-up classes.

5. Service credits shall be granted to the teachers according to the actual hours/ days rendered as coaches and members of the different working committees during the RSPC and NMRAA upon submission of required documents.

6. Immediate dissemination of this Memorandum to all concerned is highly enjoined.


JEAN G. VELOSO

Assistant Schools Division Superintendent
OIC- Schools Division Superintendent

Incl: As stated

Reference: As stated

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

CLASSES SAFETY POLICY CELEBRATIONS

Relevant, inclusive and liberating basic education builds a strong nation