



Republic of the Philippines

Department of Education

Region VII, Central Visayas

DIVISION OF CEBU PROVINCE

Sidlon, Lahug, Cebu City



July 24, 2018

DIVISION MEMORANDUM

No. 503, s. 2018

**REMINDERS FOR THE CHECKING OF SCHOOL YEAR 2018-2019
CLASS PROGRAM AND FORM 7 (SCHOOL PERSONNEL
ASSIGNMENT LIST AND BASIC PROFILE)**

**To: Assistant Superintendents
Chiefs, CID and SGOD
Division Supervisors/Coordinators
District Supervisors/OICs
Elementary and Secondary School Heads
Heads, Private Elementary and Secondary Schools**

1. This Office reminds the field of the **Checking of School Year 2018-2019 Class Program and Form 7 (School Personnel Assignment List and Basic Profile)** by the District Checking Committee not later than August 10, 2018.
2. To facilitate the consistent and quality Checking of Class Program and Form 7, District Supervisors/OICs are advised to form the District Checking Committee composed of the following:
Chair : District Supervisor/OIC
Members:
 - a. Central School Principal (Elementary)
or Lead/Big School Principal (Secondary)
 - b. District Guidance Counselor/Coordinator
3. Prior to the District Checking, school heads are advised to review the Class Program and Form 7, based on the following DepEd issuances:
 - a. DepEd Order No. 31, s. 2012, entitled, "**Policy Guidelines on the Implementation of Grades 1 to 10 of the K to 12 Basic Education Curriculum (BEC) Effective School Year 2012-2013**";
 - b. DepEd Order No. 31 s. 2013, "**Clarification on the Policy Guidelines on the Implementation of the Language Learning Areas**";
 - c. DepEd Memorandum No. 291, s. 2008, "**Guidelines for the Implementation of CSC Resolution No. 080096 on Working Hours for Public School Teachers**";
 - d. DepEd Order No. 16, s. 2009, **Addendum to DepEd Memorandum No. 291, s. 2008**"; and
 - e. DepEd Order No. 71, s. 2009, "**Guidelines for the Effective Implementation of the Elementary Curriculum**".
4. As agreed during the 1st CID Conference for SY 2018-2019, schools with regular class schedules shall follow the 7:30 am to 12:00 noon and 1:00 to 4:30 pm scheme daily.

5. Schools implementing the double shift policy shall follow the unified schemes, to wit:
 - a. Morning Shift Students/Pupils - 6:00 am to 12:00 noon
 - b. Afternoon Shift Students/Pupils - 12:00 noon to 6:00 pm
 - c. Morning Shift teachers - 6:00 AM to 12:00 noon and 1:00-3:00 pm
 - d. Afternoon Shift Teachers - 9:00-11:00 am and 12:00 noon- 6:00 pm

6. Schools that have not adjusted their class program to these schemes are given time to make adjustments not later than day 1 of the third quarter.

7. A teacher with six (6) hours of actual classroom teaching and/or equivalent teaching-related activities and duties shall render the remaining two (2) hours of work within or outside the school premises to comply the eight-hour workday by engaging in the following teaching-related activities and duties:
 - a. preparation of lesson plans, action/work plan, instructional materials, evaluation/assessment tools/rubrics;
 - b. preparation and checking of exercises; recording of academic performance results and classroom accomplishments;
 - c. conduct of research;
 - d. attendance to seminars, workshops and similar programs;
 - e. counseling, mentoring, coaching of students including home visits;
 - f. consultations and conferences with parents;
 - g. performance of coordination activities and duly recognized community social services;
 - h. participation in the maintenance and improvement of school facilities and equipment; and
 - i. other activities identified in the specific guidelines under paragraph 4 of DepEd Memorandum No. 291, s. 2008.

8. District Supervisors/OICs are deputized to approve the revised class program prior to implementation.

9. District Supervisors/OICs of schools following modified schemes due to valid reasons are advised to inform this Office (Attention: Dr. Cartesa M. Perico, Assistant Schools Division Superintendent and Dr. Mary Ann P. Flores, CES-CID) at the soonest possible time.

10. This Memorandum also serves as Authority to Travel of the personnel involved in the District Checking of Class Program and Form 7.

11. Immediate dissemination of and compliance with this Memorandum is directed.


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 Schools Division Superintendent

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