



May 25, 2017

DIVISION MEMORANDUM
No. 111, s. 2017

**MONITORING DURING THE FIRST DAY OF SCHOOL
 AND IN THE FOLLOWING DAYS**

To: **Chief Education Supervisors**
Education Program Supervisors
Senior/Education Program Specialists
Public Schools District Supervisors
Principals In-Charge of the District
Head Teacher In-Charge of the District
**School Heads of Public and Private Elementary,
 Secondary and Integrated Schools**

1. This is to inform the field that the Chief Education Supervisors, Education Program Supervisors, Senior/Education Program Specialists, Public Schools District Supervisors, Principals In-Charge of the District and Head Teacher-in-Charge of the District will be in full force when monitoring the first day of school on June 5, 2017 and the days that follow.
2. Enclosed for your guidance are the following forms to be accomplished and the Division School Calendar for S.Y. 2017-2018:

 Form 1: List of Things to be Checked During the First Day of Classes;
 Form 2: Checklist of Activities to be discussed during the Orientation of Parents and Stakeholders for S.Y. 2017-2018
 Form 3: Survey Form to be Accomplished by the School Head a Week After the Start of Classes; and
 Form 4: Sample Format of the Consolidated Report on the Things to be Checked During the First Day of Classes.
3. Schools should accomplish the forms in two (2) copies and submit to the Public Schools District Supervisor (PSDS)/Principal In-Charge of the District (PID)/Head Teacher In-Charge of the District on or before June 16, 2017. The PSDS/PID/HTID will submit to the Office of the School Governance and Operations Division (SGOD), attn.: Rita M. Rey, Senior Education Program Specialist, the second copy on or before June 30, 2017.
4. Refer to DepED Order No. 41, s. 2012, dated May 24, 2012 re: Revised Guidelines on the Opening of Classes for your guidance.
5. The following Division Personnel will monitor on June 3, 2017 - General Assembly and 1st Parent-Teacher Conference and on June 5, 2017 – Beginning of classes, to wit:

District	Personnel Assigned
1. Altavas	EPS Mary Cherry Lynn M. Dalipe, Ed. D.
2. Balete	PSDS Nerissa M. Repaz
3. Banga	EPS Johann C. Cawaling
4. Batan	EPS Marivic I. Tolentino
5. Buruanga	EPSt Roland F. Democrito



District	Personnel Assigned
6. Ibaday East	SEPS Leilanie F. Sindangan, PhD
7. Ibaday West	CES Michael T. Rapiz/ SEPS Mar Bien Gregory G. Parel, UAP
8. Kalibo I 9. Kalibo II	EPS Ruby Agnes B. Estrada
10. Lezo	EPSt June R. Patricio
11. Libacao	EPS Ariel Z. Zubiaga
12. Madalag	EPS Kyzil D. Lipar, PhD
13. Makato	EPS Edselyn T. Biray, PhD
14. Malay	CES Dobie P. Parohinog, PhD
15. Malinao	EPS Ma. Corazon R. Panaligan
16. Nabas	EPS Jose Niro R. Nillasca
17. New Washington	EPS Marth S. Tropa
18. Numancia	SEPS Rita M. Rey
19. Tangalan	SEPS Edna R. Ayon

6. Immediate dissemination of and strict compliance with this Memorandum are enjoined.



DR. ERNESTO F. SERVILLON, Jr., MNSA
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Enclosures : As stated
Allotment : 1-4-5-6 – (D.O. 14 – 03)
To be indicated in the Perpetual Index
under the following subjects:

PUPILS

STUDENTS

SCHOOL

RMR/jrp

“ May katawhayan ag kalipayan sa among mga escuelahan.”

**LIST OF THINGS TO BE CHECKED DURING THE FIRST DAY OF CLASSES
June 5, 2017**

Name of District

Name of School

Name of School Head

	Fully Implemented	Partly Implemented	Not Implemented
1. First Flag Ceremony for SY 2017-2018	[]		[]
2. Lesson Plans/Learning Plans of Teachers	[]	[]	[]
3. School Head and Teachers in their uniform	[]	[]	[]
4. Cleanliness of Classrooms and Surroundings	[]	[]	[]
5. Pupils/Students Headcount	[]	[]	[]
6. List of Pupils on the Door of the Classrooms	[]	[]	[]
7. Class Program on the Door of the Classroom	[]	[]	[]
8. Campaign for More Enrollees for Schools with Less Enrollees/Redirection of Enrollees back to Their Places of Residence for Overcrowded Schools	[]	[]	[]
9. Books have been distributed before June 5, 2017	[]	[]	[]
10. Orientation has been made before June 5, 2017	[]	[]	[]
11. Regular classes going on in all grade levels	[]	[]	[]
12. No fees/contributions were collected	[]	[]	[]

CHECKED BY:

Name of Education Program Supervisor/
Public Schools District Supervisor

Signature

Conforme:

School Head

**CHECKLIST OF ACTIVITIES TO BE DISCUSSED DURING THE ORIENTATION OF PARENTS AND
STAKEHOLDERS FOR SY 2017-2018**

Date of Orientation

Name of School

Name of School Head

	Fully Implemented	Partly Implemented	Not Implemented
1. Curriculum	[]	[]	[]
a. K to 12 Basic Education Curriculum	[]	[]	[]
b. Design (Spiral Progression Approach)	[]	[]	[]
c. Desired Outcomes (Kinder to Grade 12)	[]	[]	[]
d. Description of each learning area	[]	[]	[]
e. Medium of instruction	[]	[]	[]
f. Time allotment	[]	[]	[]
g. Class program	[]	[]	[]
h. Learning resources	[]	[]	[]
i. Assessment and rating of learning outcomes	[]	[]	[]
i.1. Formative	[]	[]	[]
i.2. Summative (Written work, performance task, quarterly assessment)	[]	[]	[]
j. Culminating activities/performances	[]	[]	[]
2. Operations	[]	[]	[]
a. Monitoring and evaluation (NAT, NCAE, ELLNA)	[]	[]	[]
b. Central Office, Regional Office, Division Office, School, and Community Calendar of Activities/Number of School Days (Focus on contact time)	[]	[]	[]
c. School manual of operations	[]	[]	[]
d. Immersion/s (For Senior High School)	[]	[]	[]
e. Co-curricular and extra-curricular	[]	[]	[]

activities			
f. Physical Examinations	[]	[]	[]
g. School facilities	[]	[]	[]
h. Contributions	[]	[]	[]
i. Child Protection and Anti-Bullying Policies	[]	[]	[]
j. School Improvement Plan/Annual Implementation Plan	[]	[]	[]
3. Others			
a. DepED Vision, Mission, Core Values and Objectives	[]	[]	[]
b. School Officials (CO, RO, DO, District, School)	[]	[]	[]

CHECKED BY:

Name of Education Program Supervisor/
Public Schools District Supervisor/
Principal In-charge of the District/
Head Teacher In-Charge of the District

Signature

Conforme:

School Head

**SURVEY FORM TO BE ACCOMPLISHED BY THE SCHOOL HEAD
A WEEK AFTER THE START OF CLASSES**

Name of School

Name of School Head

As directed by the Central Office through DepED Order No. 41, s. 2012, DepED Memorandum No. 22, s. 2017, DepED Memorandum No. 43, s. 2017 and 2010 Educational facilities Manual, I/my school		Fully Imple-mented	Partly Imple-mented	Not Imple-mented
1. Campaigned for enrollees in our school's catchment area(s);		[]	[]	[]
2. Did not collect ANY FEES from pupils or students who enrolled in my school;		[]	[]	[]
3. Did not withhold issuance of clearance to pupils/students due to non-payment of voluntary school contributions;		[]	[]	[]
4. Did not refuse to accept transferees whose Form 138 (Report Card) was not secured during enrollment time but promised to submit it not later than the end of the first grading period;		[]	[]	[]
<p>5. Made sure that classes for Grade 1 to 4 have 15 to 40 pupils</p> <p>If class size exceeded the maximum, I employed the following:</p> <ul style="list-style-type: none"> • Transfer of pupils/students to other schools, based on priority scheme • Others, please specify _____ <p>Made sure that classes for Kindergarten have 25 to 30 pupils</p> <p>If class size exceeded the maximum, I employed the following:</p> <ul style="list-style-type: none"> • Transfer of pupils/students to other schools, based on priority scheme • Others, please specify _____ 	<p>Please Check</p> <p>[]</p> <p>[]</p> <p>Please Check</p> <p>[]</p> <p>[]</p>	<p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p>	<p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p>	<p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p>

<p>Made sure that the classes for Grade 1 to 3 have 40 to 45 pupils</p> <p>If class size exceeded the maximum, I employed the following:</p> <ul style="list-style-type: none"> • Transfer of pupils/students to other schools, based on priority scheme • Others, please specify _____ <p>Made sure that the classes for Grade 4 to 6 have 45 to 60 pupils</p> <p>If class size exceeded the maximum, I employed the following:</p> <ul style="list-style-type: none"> • Transfer of pupils/students to other schools, based on priority scheme • Others, please specify _____ <p>Made sure that the classes for Junior High School have 45 to 60 students</p> <p>If class size exceeded the maximum, I employed the following:</p> <ul style="list-style-type: none"> • Transfer of pupils/students to other schools, based on priority scheme • Others, please specify _____ <p>Made sure that the classes for Senior High School have 40 learners per section</p> <p>If class size exceeded the maximum, I employed the following:</p> <ul style="list-style-type: none"> • Transfer of pupils/students to other schools, based on priority scheme • Others, please specify _____ 	<p>Please Check</p> <p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p>	<p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p>	<p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p>	<p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p>
<p>6. Gave priority to pupils/students entrants who are resident of the locality;</p>		<p>[]</p>	<p>[]</p>	<p>[]</p>

As directed by the Central Office through DepED Order No. 41, s. 2012 and DepED Memorandum No. 110, s. 2011, I/my school		Fully Implemented	Partly Implemented	Not Implemented
7. Did not require the wearing of school uniform but allowed the wearing of existing school uniform to avoid incurring additional costs for new attire;		[]	[]	[]
8. Provided pupils/students with ID cards funded from the school MOOE; and		[]	[]	[]
9. School has the following: a. Bulletin Boards	Please Check []			
b. Help/Information Desks	[]			
c. Teacher/Class Program	[]			
d. List of Learners posted on the door	[]			
e. Fire Extinguisher/Fire Alarm	[]			
f. Hazard Map	[]			
g. Evacuation Map	[]			
h. School Site Development Plan	[]			
i. WaSH in School Facility	[]			
j. Security Guard/Barangay Tanod	[]			
k. Proper Garbage Disposal	[]			
l. School Title	[]			
m. Sign Boards	[]			
n. School Fence	[]			
o. Lawns/Playground	[]			
p. Flower Gardens	[]			
q. Nursery	[]			
r. Herbal Garden	[]			
s. Health Facilities	[]			
t. First Aid Kit	[]			

u. Home Economics Facilities	Please Check []			
v. School Library	[]			
w. Reading Corner	[]			
x. Consolidated calendar of Activities	[]			
y. Organizational Chart	[]			
z. Child Protection Committee	[]			
aa. GAD Focal Point System	[]			
bb. School Governing Council	[]			
cc. Graphs regarding Performance Indicators	[]			
dd. Files of Circulars, Orders, Memorandum and Letters	[]			
ee. Locator Board	[]			
ff. Child Protection and Anti-Bullying Policies	[]			
gg. DepED Vision, Mission and Core Values	[]			
hh. Pictorial of Activities	[]			
ii. Emergency Hotline	[]			
jj. School Canteen	[]			
kk. School Profile (Sex-disaggregated data of learners and staff)	[]			
ll. Comfort Rooms	[]			
mm. Menstrual Hygiene Management Kit	[]			
nn. School Improvement/Annual Implementation Plan	[]			
oo. Accomplishment Report of the Orientation (Narrative, Minutes, Attendance, Pictorials)	[]			

Signature

Date

FOR SENIOR HIGH SCHOOL

As directed by the Central Office through Senior High School Manual of Operations		Fully Implemented	Partly Implemented	Not Implemented
PLANNING				
Organized the following committees: a. Partnership Focal Person		[]	[]	[]
b. School Inspectorate Team		[]	[]	[]
c. School Screening Committee		[]	[]	[]
d. Infrastructure Committee		[]	[]	[]
e. Enrollment Committee		[]	[]	[]
IMPLEMENTING				
Profile of the potential students in the area		[]	[]	[]
External and internal assessment (SWOT Analysis)		[]	[]	[]
List of Program Offerings		[]	[]	[]
School Plan incorporated with SDO Implementation Plan		[]	[]	[]
COMMUNICATING SHS PROGRAM TO THE STAKEHOLDERS				
Conducted Career Guidance Program		[]	[]	[]
Organized a Career Guidance Week		[]	[]	[]
Initiated an Information Campaign		[]	[]	[]
IMPLEMENT EARLY REGISTRATION				
Collected the SS Preference Slip		[]	[]	[]
Registered students through the Learner Information system (LIS)		[]	[]	[]
Submitted registration forms of students not covered by the LIS to the Division SHS Coordinator		[]	[]	[]
Conducted child/youth-finding activities		[]	[]	[]
DEVELOPING PARTNERSHIPS				
Work with other DepED Offices: a. LRMDS b. Division Engineer c. SHS Coordinator		[]	[]	[]
Identified potential partners		[]	[]	[]
Engaged with potential partners		[]	[]	[]
Crafted a Memorandum of Agreement		[]	[]	[]

STAFFING				
Posted/Published vacancies and transfer		[]	[]	[]
Accepted written applications with required documents		[]	[]	[]
Created a Class Program		[]	[]	[]
Oriented my staff		[]	[]	[]
MONITORING/FOLLOWING				
Classrooms and facilities		[]	[]	[]
Materials and equipment		[]	[]	[]
Partnerships		[]	[]	[]
ADJUSTING				
Identify options for SHS classrooms and facilities		[]	[]	[]
Identify options for securing learning materials		[]	[]	[]
Identify options for filling teaching positions		[]	[]	[]
CONDUCTING SHS ENROLMENT				
Disseminate information on enrolment schedule		[]	[]	[]
Assign class adviser		[]	[]	[]
Update the LIS		[]	[]	[]
Assist students who are still undecided		[]	[]	[]
Orient parents and students		[]	[]	[]
FINALIZING SCHOOL SYSTEMS AND PROCESSES				
Revisited Class Program		[]	[]	[]
Organized students into sections		[]	[]	[]
Managed logistics		[]	[]	[]
Disseminated final plans to your staff		[]	[]	[]
THE FIRST WEEK				
Conducted an evaluation		[]	[]	[]
Finalized school forms 1. SF1-School Register 2. SF2 – Attendance Report of Learners 3. SF3 – Book Issued and Returned		[]	[]	[]
Conducted diagnostic test		[]	[]	[]
Continued career counselling		[]	[]	[]

SCHOOL SAFETY AND PREPAREDNESS

As directed by the Central Office through DepEd Memorandum No. 43, s. 2017	Fully Implemented	Partly Implemented	Not Implemented
SAFE LEARNING FACILITIES			
Facilitate the assessment of school electrical system to make necessary repairs and/or upgrades to prevent fire accident.	[]	[]	[]
Install appropriate and available fire suppression equipment or resources such as fire extinguishers, water source, and other indigenous materials.	[]	[]	[]
Repair minor classroom damages such as broken windows, doors, blackboards, roofs, etc.	[]	[]	[]
Secure cabinets and drawers and ensure that heavy objects are below head level.	[]	[]	[]
Make sure that corridors and pathways are unobstructed and that all sharp, protruding objects which may cause harm to students are removed.	[]	[]	[]
Post safety measures in laboratories and workshops.	[]	[]	[]
Cordon off and post safety signage for on-going construction, unfinished damage and condemned buildings.	[]	[]	[]
Prepare an evacuation/exit plan and directional signage on every floor of the building.	[]	[]	[]
Identify evacuation areas and classrooms that can be used as temporary shelters during disasters and emergencies.	[]	[]	[]
Clean and clear drainage to prevent clogging. Cover drainage canals and provide necessary warnings.	[]	[]	[]
Prune trees to avoid entanglement from electrical wirings and avoid potential harm to life and property.	[]	[]	[]
SCHOOL DISASTER MANAGEMENT			
Post a directory of emergency contact numbers of relevant government agencies and offices, in various areas of the school.	[]	[]	[]
Establish early warning mechanisms and inform all students and personnel on this.	[]	[]	[]
Equip school with first aid kits, flashlights and megaphones, and other necessary supplies that may be needed in times of emergencies. Ensure that these items can be easily located and accessed.	[]	[]	[]
Secure vital school records and store in safe locations.	[]	[]	[]
Identify alternative sources and/or maintain supply of drinking water within the school.	[]	[]	[]
Maintain your Disaster Historical Timeline.	[]	[]	[]
Ensure that students, teachers, and personnel have identification cards with relevant information	[]	[]	[]
Create database of students and their family contact details.	[]	[]	[]

Document accidents experienced by students and personnel within the school to improve prevention and mitigation measures.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coordinate with barangay officials on pedestrian safety of students.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DISASTER RISK REDUCTION IN EDUCATION				
Identify a storage area for safekeeping of vital school records, textbooks, teaching manuals, computers, and other equipment.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KIT'S MENU (School Provision and Minimum Contents)				
Emergency Kits:	Please Check			
a. Whistle	<input type="checkbox"/>			
b. Tips/handy reference	<input type="checkbox"/>			
Emergency Kit for School:	<input type="checkbox"/>			
a. First Aid Kit	<input type="checkbox"/>			
b. Contact numbers for emergencies	<input type="checkbox"/>			
c. Stretcher	<input type="checkbox"/>			
d. Flashlights/batteries	<input type="checkbox"/>			
e. Radio/batteries	<input type="checkbox"/>			
f. Bell/warning device	<input type="checkbox"/>			
g. Whistle	<input type="checkbox"/>			
h. Transistor radio	<input type="checkbox"/>			
i. Electrical tape	<input type="checkbox"/>			
j. Rope	<input type="checkbox"/>			
First Aid Kit:	<input type="checkbox"/>			
a. Burn ointment	<input type="checkbox"/>			
b. Betadine	<input type="checkbox"/>			
c. Band-aid	<input type="checkbox"/>			
d. Bandage	<input type="checkbox"/>			
e. Gauze	<input type="checkbox"/>			
f. Plaster tape	<input type="checkbox"/>			
g. Alcohol	<input type="checkbox"/>			
h. Agua oxynada	<input type="checkbox"/>			
i. Bottle water	<input type="checkbox"/>			

j. Gloves	[]			
k. Cotton	[]			
Menstrual Hygiene Management Kit	[]			
a. Sanitary napkin pads				
b. Soap	[]			
c. Tissue	[]			
d. alcohol	[]			
e. underwear	[]			

**SAMPLE FORMAT OF THE CONSOLIDATED REPORT ON THE THINGS TO BE CHECKED
DURING THE FIRST DAY OF CLASSES**

Name of District

	ABD Elem. Sch.	BBC Elem. Sch.	CAV Elem. Sch.	DXY Nat'l. Sch.	EDC Nat'l Sch.	Etc.
1. First Flag Ceremony for SY 2017-2018						
2. Lessons Plans/Learning Plans of Teachers						
3. School Head and Teachers in their uniform						
4. Cleanliness of Classrooms and Surroundings						
5. Pupils/Students Headcount						
6. List of Pupils on the Door of the Classrooms						
7. Class Program on the Door of the Classroom						
8. Campaign for More Enrollees						
9. Books have been distributed before June 5, 2017						
10. Orientation have been made before June 5, 2017						
11. Regular classes going on in all grade/year levels						

Legend:

- FI- Fully Implemented
- PI – Partly Implemented
- NI – Not Implemented

CONSOLIDATED BY:

Name of the Public Schools District Supervisor

						NAT10
Total: 20			18	18	18/18	
July	1					Saturday
	3		1	1		
	4		1	1		
	5		1	1		
	6		1	1		
	7		1	1		
	8					Saturday
	10		1	1		
	11		1	1		
	12		1	1		
	13		1	1		
	14		1	1		
	15					Saturday
	17		1	1		
	18		1	1		
	19		1	1		
	20		1	1		
	21		1	1		
	22					Saturday
	24		1	1		
	25		1	1		
	26		1	1		
	27		1	1		
	28	Nutrition Month Culmination	1	0		
	29					Saturday
	31		1	1		
						Nutrition Month Deworming (Round 1-First Dosage)
Total: 21			21	20	21/20	
August	1		1	1		No co- curricular activity until 1 st Quarter Examination
	2		1	1		
	3		1	1		
	4		1	1		
	5					Saturday

	7		1	1		
	8		1	1		
	9		1	1		
	10	1 st Quarter Examination	1	0		
	11	1 st Quarter Examination	1	0		
	12					Saturday
	14		1	1		
	15		1	1		
	16		1	1		
	17		1	1		
	18		1	1		
	19					Saturday Distribution of Report Cards and 2 nd Parent-Teacher Conference
	21		0	0		Ninoy Aquino Day (special non-working holiday)
	22		1	1		
	23		1	1		
	24		1	1		
	25		1	1		
	26					Saturday
	28		0	0		National Heroes' Day (regular holiday)
	29		1	1		
	30		1	1		
	31	Buwan ng Wikang Pambansa/ History Month culmination	1	0		
						NCAE9
Total: 23			21	16	21/16	
September	1		0	0		Eid'I Adha
	2					Saturday
	4		1	1		
	5		1	1		

	6		1	1		
	7		1	1		
	8		1	1		
	9					Saturday
	11		1	1		
	12		1	1		
	13		1	1		
	14		1	1		
	15		1	1		
	16					Saturday
	18		1	1		
	19		1	1		
	20		1	1		
	21		1	1		
	22		1	1		
	23					Saturday
	25		1	1		
	26		1	1		
	27		1	1		
	28		1	1		
	29		1	1		
	30					Saturday
Total: 21			20	20	20/20	
October	1					Sunday A&E Test for Luzon
	2		1	1		
	3		1	1		
	4		1	1		
	5		1	0		World Teachers Day
	6		1	1		
	7					Saturday
	8					Sunday A&E Test for Visayas and Mindanao
	9		1	1		No co- curricular activity until 2 nd Quarter Examination
	10		1	1		
	11		1	1		
	12		1	1		
	13		1	1		
	14					Saturday

	16		1	1		
	17		1	1		
	18		1	1		
	19	2 nd Quarter Examination	1	0		
	20	2 nd Quarter Examination	1	0		
	21					Saturday
	23	Inset	1	0		Start of Sembreak
	24	Inset	1	0		
	25	Inset	1	0		
	26	Inset	1	0		
	27	Inset	1	0		
	28					Saturday Distribution of Report Cards 3 rd Parent-Teacher Conference
	30	Instructional Materials (IMs) preparation	1	0		
	31		0	0		Additional Special Holiday
Total: 22			21	12	21/12	
November	1		0	0		All Saints' Day (special non-working holiday)
	2	Resumption of classes	1	1		
	3					
	4					Saturday
	6		1	1		
	7		1	1		
	8		0	0		Godofredo P. Ramos Day (special non-working holiday)
	9		1	1		
	10		1	1		
	11					Saturday
	13		1	1		
	14		1	1		

	15		1	1		
	16		1	1		
	17		1	1		
	18					Saturday
	20		1	1		
	21		1	1		
	22		1	1		
	23		1	1		
	24		1	1		
	25					Saturday
	27		1	1		
	28		1	1		
	29		1	1		
	30	Bonifacio Day (Regular Holiday)	0	0		Bonifacio Day (regular holiday)
						NAT12 PEPT for Luzon, Visayas and Mindanao
Total: 21			19	19	19/19	
December	1		1	1		
	2					Saturday
	4		1	1		
	5		1	1		
	6		1	1		
	7		1	1		
	8		1	1		
	9					Saturday
	11		1	1		
	12		1	1		
	13		1	1		
	14		1	1		
	15		1	1		
	16					Saturday
	18		1	1		
	19		1	1		
	20		1	1		
	21	Pupils' /Students' Christmas Program and Party	1	0		
	22	Teachers' Christmas Program and	1	0		Start of Christmas Break

		Party				
	23					Saturday
						National Musabaqah
Total: 16			16	14	16/14	
January 2018	3		1	1		No co- curricular activity until 3 rd Quarter Examination
	4		1	1		
	5		1	1		
	6					Saturday
	8		1	1		
	9		1	1		
	10		1	1		
	11	3 rd Quarter Examination	1	0		
	12	3 rd Quarter Examination	1	0		
	13					Saturday
	15		1	1		
	16		1	1		
	17	Sinaot sa Calle	1	0		
	18	Sinaot sa Calle	1	0		
	19	Ati-Atihan in other towns and places	1	0		
	20					Saturday Distribution of Repot Cards Parent- Teacher Conference
	22		1	1		
	23		1	1		
	24		1	1		
	25		1	1		
	26		1	1		
	27					Saturday Until 28 February- Early Registration Kindergarten to Grade 12
	29		1	1		

	30		1	1		
	31		1	1		
						Deworming of school children (Round 2-second dosage)
Total: 21			21	16	21/16	
February	1		1	1		
	2		1	1		
	3					Saturday
	5		1	1		
	6		1	1		
	7		1	1		
	8		1	1		
	9		1	1		
	10					Saturday
						11-Evelio Javier Day (special non-working holiday)
	12		1	1		
	13		1	1		
	14		1	1		
	15		1	1		
	16		0	0		Chinese Lunar New Year's Day (special non-working holiday)
	17					Saturday
	19		1	1		19-23 National Festival of Talents (NFOT) National Schools Press Conference (NSPC)
	20		1	1		
	21		1	1		
	22		1	1		
	23		1	1		
	24					Saturday
						25-EDSA Day

						(no classes)
	26		1	1		
	27		1	1		
	28		1	1		
Total: 20			19	19	19/19	
March	1		1	1		No co-curricular activity until 4 th Quarter Examination
	2		1	1		
	3					Saturday
	5		1	1		
	6		1	1		
	7		1	1		
	8		1	1		
	9		1	1		
	10					Saturday
	12		1	1		
	13		1	1		
	14		1	1		
	15	4 th Quarter Examination for G6 and G12	1	0		
	16	4 th Quarter Examination for G6 and G12.	1	0		
	17					Saturday
						18 Panay-Romblon Liberation (special non-working holiday)
	19	4 th Quarter Examination for G1-5 and G7-11	1	0		
	20	4 th Quarter Examination for G1-5 and G7-11	1	0		
	21		1	1		
	22		1	1		
	23		0	0		XIX Martyrs Day (special nonworking holiday)
	24					Saturday

	26		1	1		
	27		1	1		
	28		1	1		
	29		0	0		Maundy Thursday (regular holiday)
	30		0	0		Good Friday (regular holiday)
	31					Black Saturday (regular holiday)
Total: 22			19	15	19/15	
April						
	2		1	1		
	3		1	1		
	4		1	1		
	5		1	1		
	6		1	1		Last day of classes
Total: 5			5	5	5/5	
Other activities/events that reduce class days and contact time:						
1. Fiesta celebration;						
2. Anniversary/Foundation day (school, community, town);						
3. Weather conditions and other natural/man-made calamities;						
4. Declaration of no/suspension of classes by authorities concerned; and						
5. Teachers' personal reasons (sickness, celebrations, and the like).						

Summary

Month	Total Number of Days	Number of school days	Contact time
June	20	18	18
July	21	21	20
August	23	21	16
September	21	20	20
October	22	21	12
November	21	19	19
December	16	16	14
January, 2018	21	21	16
February	20	19	19
March	22	19	15
April	5	5	5
Total	212	200	174

Summary (Based on DepED calendar)

Month	Total Number of Days	Number of school days	Contact time
June	20	18	17
July	21	21	20
August	21	21	20
September	20	20	20
October	21	15	14
November	20	19	18
December	16	16	15
January, 2018	21	21	20
February	19	19	19
March	20	20	20
April	5	5	5
Total	204	195	188