



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN
Kalibo, Aklan



December 22, 2017

DIVISION MEMORANDUM

No. 332, s. 2017

**PLANNING AND SUBMISSION OF CALENDAR OF PROGRAMS, PROJECTS AND
ACTIVITIES FOR 2018**

To:

1. There will be a planning and submission of calendar of activities for the year 2018 on the following schedule:
 - a. For Division Office Personnel:

Planning: January 15, 2018, 8:00 A.M. to 5:00 P.M., venue to be announced later

Submission of Calendar of Activities: January 18, 2018. Please refer to Enclosure No. 1 for the format.
 - b. For District Offices:

As scheduled by the respective Public Schools District Supervisors/Principals/Head Teacher In-Charge of the District which should be from January 5 to 9, 2018.

The submission of consolidated calendar of activities to the division office by each district should not be later than January 10, 2018. By consolidated, it means that there should only be one calendar to be submitted by each district which contains **all district-level activities** for 2018. Please see Enclosure No. 2 for the format.
 - c. For schools and learning centers:

As scheduled by the district, but submission should not be later than January 4, 2018. The school's calendar should be **submitted to the district office only** for consolidation.
2. The objective of this activity is to come up with an efficient plan for the successful implementation of the programs, projects and activities in the division, districts, schools and learning centers.
3. Activities should be based **MAINLY** on the following:
 - a. Schools and Learning Centers – School Annual Implementation Plan for 2018
 - b. District – District Annual Implementation Plan for 2018
 - c. Division – Division Work and Financial Plan for 2018

For district and school levels, activities such as trainings, celebrations, contests, etc. should be included, based on the routine annual schedule. However, compliance with the 180-day non-negotiable contact time policy must be strictly observed.

“May katawhayan ag kalipayan sa among mga escuelahan.”

4. The unit/section heads in the division office (CID, SGOD, Admin. Services, Budget and Finance, ICT, and Legal Services) are advised to meet with their personnel and work on their respective calendar of activities prior to January 15, 2018. **Only the consolidation of activities will be done on January 15.**
5. **The SGOD, through the Planning Office, is tasked to manage this activity.**
6. **All PSDSs, PIDs, and HTID are required to attend the whole day of January 15 hence, activities which are in conflict with this one should be rescheduled.**
7. Immediate and wide dissemination of this memorandum is highly enjoined.


Dr. ERNESTO F. SERVILLON, JR., MNSA, CESO VI
Assistant Schools Division Superintendent &
Officer-In-Charge
Office of the Schools Division Superintendent

Enclosures: As stated

Reference: None

To be indicated in the Perpetual Index

Under the following subjects:

CALENDAR, SCHOOL	CELEBRATION AND FESTIVAL	
CONTESTS	MEETING	PLANS
PROGRAM	PROJECT	SEMINAR
TRAINING PROGRAM		

CALENDAR OF ACTIVITIES FOR 2018

District/School/Learning Center _____

Note: This format should be used by districts, schools, and learning centers

For Districts, include district level activities only.

Title of the Activity	Date of Conduct (Please write actual date, e.g., 2-4)												Focal Person/s	Target Participants (School Heads, Teachers, etc.)	Remarks		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec					

Prepared by:

Printed Name and Signature of PSDS/PID/HTID/SCHOOL HEAD