



DEPARTMENT OF EDUCATION
SCHOOLS DIVISION OF

NEGROS ORIENTAL

Favoring the Paths to Educational Excellence

June 8, 2017



Division Memorandum

No. 290 s, 2017

**SUBMISSION OF CLASSROOM AND INDIVIDUAL TEACHER'S PROGRAM
for SY 2017-2018**

To : Asst. Schools Division Superintendent
Chiefs, CID & SGOD
Division Education Program Supervisors/Division Coordinators
Public Schools District Supervisors/District In-Charge
Public Elementary & Secondary School Administrators
All Others Concerned

1. DepEd Order No. 25, s. 2017 specifically details the number of days that teachers and learners must be in school.
2. School Year 2017-2018 has a total of 204 days inclusive of the 5-day Teachers' INSET and the 4-days for the Parent Teacher Conference. Said DepEd Order reminds school officials including parents that there shall be 195 days that learners are expected to be in school and the 180-day contact time for teachers and learners is non-negotiable. **Physical presence of school heads shall be enforced.**
3. Further, the said DO encourages that schools may observe national and local celebrations/activities and holidays other than those indicated in the Enclosure Nos. 1 & 2 of the said order provided that the activities are beneficial to the teaching-learning process, and that the total number of class days shall not be compromised.
4. As a mechanism to ensure that everyone adheres to the provision of DepEd Order No. 25, s. 2017, all Public Elementary & Secondary School Administrators are required to submit to their PSDS/DIC the following in long size bond paper:
 - 4.1 School Calendar which is aligned to the National Calendar but reflecting local celebrations and indicating the dates of make-up classes to complete the number of days required;
 - 4.2 General School Program which captures the total number of sections in every grade level, the room assignments, the subject assignments of all teachers; and
 - 4.3 Teacher's Individual Class Program using the template provided (Refer to DepEd Order No. 31, s. 2012 and the template at the website)
5. A district portfolio with proper label fastened in ROYAL BLUE long size folder of the reports enumerated above is expected to be submitted by the PSDS/DIC on or before June 15, 2017 to this office.
6. For strict compliance.


SALUSTIANO T. JIMENEZ, CESO VI
OIC-Asst. Regional Director
Schools Division Superintendent

6/9/17

9 JUN 2017