



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO



Office of the Schools Division
Superintendent

22 May 2023

DIVISION MEMORANDUM
SGOD-2023- **459**

**SUBMISSION OF THE DOCUMENTARY REQUIREMENTS FOR THE PERMIT
TO OFFER REMEDIAL AND ADVANCEMENT CLASS**

TO : OIC, Assistant Schools Division Superintendent
Chief Education Supervisors of CID and SGOD
All Education Program Supervisors
Public Schools District Supervisors and
District Coordinating Principals
Private School Administrators and Principals

1. In pursuance of Department Order No. 13, 2018 re: Implementing Guidelines on the Conduct of Remedial and Advancement Classes During Summer for the K-12 Basic Education Program, all private schools with intent to offer remedial and advancement classes during the end of the school year are required to submit the following documents, to wit:

- 1.1 Letter of Intent addressed to the Office of the Schools Division Superintendent (must indicate time or period of summer class);
- 1.2 Notarized Board Resolution;
- 1.3 Government Permit;
- 1.4 List of Learners (who will take up the summer class by grade level)
- 1.5 List of teachers and the Subjects they will handle;
- 1.6 Class Program; and
- 1.7 Written consent of parents/ guardians whose learners will attend the the Remedial Advancement Class with their Contact Information.

2. The documentary requirements shall be submitted ten (10) days prior to the start of class. Incomplete application documents will not be processed.

3. Immediate dissemination of this Memorandum is directed.

CRISTY C. EPE
Schools Division Superintendent

Incl.: As Stated.



Address: Capitol Complex, Brgy. Cabidarianan, Nabunturan, Davao de Oro
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Doc. Ref. Code	PAWIM-F-031	Rev	00
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Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO

Office of the Schools Division
Superintendent

**EVALUATION REPORT REGARDING THE SUBMITTED REQUIREMENTS FOR
THE PERMIT TO OFFER REMEDIAL & ADVANCEMENT CLASSES FOR THE K
TO 12 BASIC EDUCATION PROGRAM**

LIST OF DOCUMENTARY REQUIREMENTS

Address	
School ID	
Start of Summer Class	
End of Summer Class	
Total No. of Weeks	

ITEM	REQUIREMENT	REMARKS	
		Complied	Not Complied
1	Letter of Intent to Offer Remedial or Advancement Classes, Indicated the Start and End of Summer Class		
2	Notarized Board Resolution		
3	SHS Government Permit Renewal		
4	List of Learners, with Subject/s to be Taken, with Least-Learned Most Essential Learning Competencies, Learner Endorsement from Originating School		
5	List of Teachers, with Subject/s to be Handled		
6	Class Program		
7	Written Consent of Parents		

SUMMARY:

- INITIAL CHECKING - COMPLETE & FOR RECOMMENDATION TO SDS
 INITIAL CHECKING - INCOMPLETE/ WITH DEFICIENCIES
- For Submission on or before _____. School notified on: _____
 FINAL CHECKING - COMPLETE & FOR RECOMMENDATION TO SDS

PREPARED/ CHECKED BY:



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro
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Republic of the Philippines
Department of Education

DepEd ORDER

23 MAR 2018

No. **013**, s. 2018

IMPLEMENTING GUIDELINES ON THE CONDUCT OF REMEDIAL AND ADVANCEMENT CLASSES DURING SUMMER FOR THE K TO 12 BASIC EDUCATION PROGRAM

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd) adopts the enclosed **Implementing Guidelines on the Conduct of Remedial and Advancement Classes During Summer for the K to 12 Basic Education Program**. This is in line with the implementation of Republic Act No. 10533 otherwise known as the Enhanced Basic Education Act of 2013.
2. This will be implemented effective School Year 2017-2018 in both public and private elementary and secondary schools nationwide. However, private schools are allowed to make necessary adjustment in accordance with their context/situation, subject to the approval of their respective schools division superintendent.
3. The conduct of remedial and advancement classes during summer shall start every 2nd Monday of April and shall end after the completion of the six-week period that may include Saturdays.
4. All existing Orders and Memoranda, which are inconsistent with this Order are rescinded. This policy will remain in force and in effect unless sooner repealed, amended or rescinded.
5. Immediate dissemination of and strict compliance with this Order is directed.


LEONOR MAGTOLIS BRIONES
Secretary

Encl: As stated

References: DepEd Order: Nos. 13, s. 2005; 31, s. 2012; 8, s. 2015; and 25, s. 2017

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

ASSESSMENT
BASIC EDUCATION
CLASSES
CURRICULUM

LEARNERS
MONITORING AND EVALUATION
POLICY
SCHOOLS

APA/DO- Implementing Guidelines on the Conduct of Remedial and Advancement Classes
0247/March 17, 2018

(Enclosure to DepEd Order No. **013**, s. 2018)

**IMPLEMENTING GUIDELINES ON THE CONDUCT OF
REMEDIAL OR ADVANCEMENT CLASSES DURING SUMMER FOR THE
K TO 12 BASIC EDUCATION PROGRAM**

I. RATIONALE

1. The implementation of the K to 12 Curriculum by the Department of Education ensures that every learner has to complete the basic quality education with the necessary competencies and skills for higher education and/or for the world of work or for entrepreneurship. As such, DepEd recognizes the need to offer classes during summer to ensure continuous/regular moving up of a learner from one grade level to the next grade level.
2. This policy aims to standardize the offering of summer classes and to provide appropriate directions to all elementary and secondary schools in both public and private sectors. The conduct of classes during summer shall provide opportunities for remediation through tutorial or coaching of learners with learning gaps or subject area deficiency. Classes during summer may also be conducted for advancement of subjects particularly for those Senior High School learners with work immersion in the succeeding semester.

II. SCOPE

3. The different provisions of this policy are applicable to Grades 4 to 12 in both public and private elementary and secondary schools offering classes during summer. This will provide appropriate directions to all personnel of DepEd at the different levels of governance including those in the private schools.

III. DEFINITION OF TERMS

4. For purposes of this policy, the operational definition of the following terms are as follows:
 - a. *Summer class* – any structured instructional or formal learning experiences offered by a public or private elementary or secondary school during summer-break with the approval of the Schools Division Superintendent.

- b. *Remedial* – any form of organized instructional interventions given to a learner during summer class to address his or her learning gaps or subject area deficiency. The remedial can be made in a form of tutorial, mentoring, coaching, or other ways of delivering the organized learning experiences.
- c. *Advancement* - any subject area offered during summer class to be taken by a senior high school learner with work immersion in the succeeding semester. The advance subjects are those that are left together with the work immersion. This is to give the learner time to focus on his/her work immersion during the semester.

IV. POLICY STATEMENT

5. The DepEd hereby issues these policy guidelines to ensure standard practices in offering classes during summer. This policy affirms the Department's commitment in ensuring that all learners will complete basic quality education.

V. GUIDING PRINCIPLES IN OFFERING CLASSES DURING SUMMER

6. Classes are offered during summer to address the learners' learning gaps or failure, deficiencies due to change of track/specialization and/or transfer from one school to another; or to allow for an advance subject for those Senior High School learners with work immersion in the succeeding semester or school year;
7. The learning standards of the K to 12 curriculum shall be followed in any class to be offered during summer;
8. The readiness of the school to offer classes during summer shall be considered especially the necessary resource requirements (e.g. subject area specialist/teacher to handle a specific learning area; classroom and laboratories; instructional materials; etc.);
9. The principle of cost-effectiveness shall always prevail in the evaluation of request for offering classes during summer; and
10. The learning profile of enrollees in any class during summer shall serve as basis for planning and designing learning experiences.

VI. GUIDELINES AND REQUIREMENTS IN OFFERING CLASSES DURING SUMMER

11. The school shall submit a letter of request to offer remedial or advancement classes during summer to the Schools Division Office (SDO) not later than the 3rd week of March that precedes the summer term. The Schools Division Superintendent (SDS) shall approve the request based on the result of the evaluation. Approval of classes during summer shall be issued only for the term or year applied for.

The school's request to offer classes during summer shall include the following documents:

- 11.1 List of students who will take up remedial or advancement classes during summer.
- 11.2 List of least mastered competencies of the learner on the subject area where he/she failed to be prepared by the subject area teacher as part of the endorsement for summer classes (*See Enclosure No. 1 for the template*).
- 11.3 There shall be a minimum of ten (10) learners in Grades 4 to 10 and in any of the core subject areas in the Senior High School (SHS). However, for any of the major subjects under the SHS, a minimum of eight (8) is allowed. Otherwise, learners will be referred to nearby schools offering classes during summer. In cases, where no school offers classes during summer in any learning area, the SDO must provide alternative measures to address learners' need.
- 11.4 Tentative list of learning area/s to be offered and schedule of classes approved by the School Head.
- 11.5 Written consent of parents/guardians whose learners will attend summer classes (*See Enclosure No. 2 for the template*).
- 11.6 List of teachers and the subjects that they will teach during summer classes.

VII. ELIGIBLE LEARNERS FOR SUMMER CLASSES

The learners who are allowed to enroll in classes during summer are the following:

12. Learners from public schools and those from the private schools who would like to transfer in public schools eventually after the summer

classes are the primary recipients of summer classes offered in public schools.

13. A learner from public school may be allowed to enroll summer class in a government recognized private school and should be accepted to enroll upon return to his/her public school.
14. Grades 4 to 10 learners **who failed in NOT more than two (2) learning areas** at the end of the school year despite the educational interventions given.
15. Senior High School (SHS) learners who failed in any learning area/s at the end of the first or second semester or those learners who have any deficiency due to change of specialization/track after a year. Also, those SHS learners who failed a prerequisite subject.
16. Incoming Grade 12 learners who will undertake work immersion in the succeeding semester shall be allowed to take two to three advance subjects during summer so that more attention or focus shall be given to their work immersions.
17. Learners from Grades 4 to 12 with special educational needs (LSEs) shall be allowed to attend classes during summer to catch-up with their learning deficiencies.

VIII. ASSESSMENT OF LEARNING

The assessment of learning for classes during summer shall be based on the following provisions:

18. The learner shall undergo formative and summative assessment. As per DepEd Order No. 8, s. 2015 entitled *Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program*; the Final Grade for summer classes is the Remedial Class Mark (RCM). The **AVERAGE** of the Final Grade at the end of the school year and the RCM is the Recomputed Final Grade (RFG). The learner shall obtain a RFG of at least 75 or higher to be promoted to the next grade level or semester.
19. However, if the RFG of the learner is below 75, he/she shall be re-assessed immediately by the subject teacher to determine the least mastered competencies or learning gaps. The results of the re-assessment shall serve as basis for planning and designing an immediate instructional intervention to ensure the transition of that learner to the next grade level or semester. If ever the learner still fails in the instructional intervention, he/she is allowed to enroll in the next grade level in the succeeding School Year with continuous provision of tutorial services.

20. A Certificate of Recomputed Final Grade to be given to the learner signed by the concerned teacher and approved by the School Head or Principal which shall be presented upon enrolment to the next grade level or in the next semester.

IX. DAILY TIME ALLOTMENT

21. For Grades 4-10, the computation of the daily time allotment per learning area **for 6-week period** is based on the 180-day or 36 weeks non-negotiable contact time for teachers:

The daily time allotment are as follows:

Learning Area	Grades 4 to 6	Grades 7 to 10
Mother Tongue		
Filipino	4 Hours	4 Hours
English	4 Hours	4 Hours
Science	4 Hours	4 Hours
Mathematics	4 Hours	4 Hours
Araling Panlipunan	3 Hours	3 Hours
EPP/TLE	4 Hours	4 Hours
MAPEH	3 Hours	4 Hours
EsP	2.5 Hours	2 Hours

22. For Grades 11-12, an 80-hour per subject for Core Curriculum Subjects, Applied Track Subjects and Specialized Subjects are allotted **2 hours per subject for 6-week period.**
23. Classes for summer shall be done from Mondays to Saturdays. The delivery mode of instructions shall be a combination of face-to-face, modular, or on-line learning depending on the learner's learning profile.

X. TEACHING ASSIGNMENT, BENEFITS AND RESTRICTIONS

The teaching assignment and benefits of teachers who will handle classes during summer shall:

24. The school head/principal shall be responsible in identifying the expert teacher who will handle/teach one specific subject area during summer classes. Master teachers or regular teachers are preferred to handle classes during summer.

25. Teaching load or assignment shall only be assigned to teachers from the school that offers classes during summer. No part-time teachers from other schools, public or private are allowed to handle summer classes.
26. The concerned teacher shall be responsible in issuing the Certificate of Recomputed Final Grade approved by the school head/principal and shall submit it to the Division Office as attachment to both Form 137 and the School Form No. 5 (SF5).
27. Teachers who will handle classes during summer shall earn **service credits equivalent to the total number of hours of actual teaching divided by 8 hours but shall not exceed 15 days** which is the maximum number of days of service credits earned in a year **except in cases authorized by the Secretary upon the recommendation of the Regional Director**. Refer to the provisions of **D.O. No. 53, s. 2003 known as "Updated Guidelines on Grant of Vacation Service Credits to Teachers"**.
28. The request for service credit shall be addressed to the Schools Division Superintendents for its approval.
 - 27.1 The approval of the request for the grant of service credits shall be made with the following supporting documents:
 - a. Duly signed Daily Time Record; and
 - b. Accomplishment Report
29. No service credits shall be granted to teachers who handled summer classes in the event that honorarium/remuneration shall be given.

XI. MONITORING AND EVALUATION

30. The School Head is primary responsible for ensuring that classes during summer shall be maximized to address the intention. Class observations are strongly encouraged to ensure that teaching and learning are maximized during summer classes.
31. The School Head shall submit to the Division Office a report on the conduct of classes, certificate of Recomputed Final Grade, Form 137 and School Form No. 5 (SF5) not later than ten (10) days from the last day of summer classes.
32. The Schools Division Superintendent (SDS) or representatives shall monitor and evaluate the conduct of summer classes. Monitoring and supervision reports shall be submitted to the Regional Director (RD) not later than twenty-five (25) days after the last day of summer classes.

33. The Bureau of Learning Delivery shall monitor and evaluate the effectiveness of this policy for continuous improvement of its implementation.

XII. EFFECTIVITY

All existing policy guidelines that are inconsistent with the provisions of this Order shall be rescinded, amended and repealed. This policy on summer classes shall take effect immediately unless otherwise rescinded, amended or repealed.

XIII. REFERENCES

- DepEd Order No. 25, s. 2017 - School Calendar for School 2017 – 2018
- DepEd Order No. 8, s. 2015 - Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program
- DepEd Order No. 31, s. 2012 - Policy Guidelines on the Implementation of Grades 1 to 10 in the K to 12 Basic Education Curriculum (BEC) Effective SY 2012-2013
- DepEd Order No. 13, s. 2005 - 2005 BEC Based Summer Classes
- DepEd Order No. 53, s. 2003 - Updated Guidelines on Grant of Vacation Service Credits to Teachers

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

CLASSES
POLICY
PROGRAM
SCHOOLS
STRAND: Curriculum and Instruction
TEACHERS



Republic of the Philippines
Department of Education

LEARNER'S ENDORSEMENT FOR SUMMER CLASS

Date: _____

This is to certify that _____ with LRN # _____
(Name of learner)
a bonafide learner of _____
(Name of school)

is hereby allowed to take summer class for SY _____.

The learner is recommended to enroll in the following subject area for remedial

advancement

Grade Level	Subject/s	No. of Units

Class Adviser

Approved:

School Head/Principal

Note: In case of remedial class, the least mastered competencies shall be attached.



Republic of the Philippines

Department of Education

PARENTAL CONSENT FORM FOR SUMMER CLASS

Date: _____

I, _____ hereby state that I am the _____
(Name of Parent / Guardian) (Relationship to the learner)

of _____ with LRN # _____ who is presently in _____
(Name of the learner) (Grade level)

do hereby signify my consent for my child to be enroll in summer class for school year _____

at _____
(Name of School and Address)

(Name and signature of Parent/ Guardian)

(Date)