

Republic of the Philippines  
**Department of Education**  
MIMAROPA Region  
SCHOOLS DIVISION OF MARINDUQUE

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Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

**TO :** OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors, CID & SGOD  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

**FROM:**  **ELSIE T. BARRIOS, PhD**  
Schools Division Superintendent 

**SUBJECT:** **DIVISION TIMELINES AND SCHOOL GUIDE FOR QUARTER 4  
OF SY 2020-2021**

**DATE :** May 4, 2021

1. Please find attached **Division Timelines and School Guide for Quarter 4 of SY 2020-2021** for information, reference and guidance of all concerned.
2. Reminder is given to all concerned relative to the following important dates and activities for the School Year:
  - May 15, 2021** – End of Quarter 3
  - May 17, 2021** – 1<sup>st</sup> Day of Quarter 4
  - July 10, 2021** – End of the School Year
3. The aforementioned dates shall be complied with as they are contained in DepEd Order No. 12, s. 2021. Meanwhile, the Division Timelines for Quarter 4 serve as a planning guide for the schools which may be revised or improved depending on the situation and needs in the implementation of all the activities during the school year.
4. Immediate dissemination of this Memorandum is desired.



Enclosure 1

**DIVISION TIMELINES AND SCHOOL GUIDE FOR QUARTER 4 OF S. Y. 2020-2021  
IN LINE WITH THE IMPLEMENTATION OF BE-LCP**

Date	Activities	Tasks	Persons Responsible	Resources Needed	Remarks
May 3-7, 2021	Preparation of Division/School-made Worksheets/Activity Sheets/ Assessments for Weeks 1-4 of Quarter 4	<ul style="list-style-type: none"> <li>Brainstorming with teachers</li> <li>Tasking</li> <li>Writeshop</li> <li>Encoding, Editing and Revising of worksheets, Activity Sheets and Assessments</li> <li>Submission of final draft for Quality Assurance</li> </ul>	District Instructional Supervision Section (DISS), School Heads and Teachers	ICT Facilities, Internet Connectivity, Office Supplies needed for encoding and printing	<ul style="list-style-type: none"> <li>The school-made worksheets activity sheets shall serve as supplements to the SLMs from the Regional Office/ CO</li> <li>In case of delay or absence of SLMs from RO/CO, the schools shall use the Quality Assured Activity sheets</li> </ul>
	Quality Assurance for 4th Quarter School-made Activity Sheets/ Assessments	<ul style="list-style-type: none"> <li>Content and language editing by the District and school QA teams</li> <li>Revision and finalization of the copies of School-made Activity Sheets/ Assessments for Quarter 4</li> </ul>	PSDSs, District and School QA Teams	District/School Content and Language Experts/ Editors	<ul style="list-style-type: none"> <li>Public Schools District Supervisors are assigned to lead the QA procedures</li> <li>School heads shall be responsible in ensuring that all school-made Activity Sheets/ Assessments are properly checked prior to submission for District QA</li> </ul>
	School Procurement of Printing Supplies for Quarter 4	<ul style="list-style-type: none"> <li>Preparation of PR, RFQ, PO and other necessary documents</li> </ul>	School Head School BAC School Property Custodian	PR, PO, RFQ, APP, SIP MOOE and other fund sources	<ul style="list-style-type: none"> <li>School Procurement activities for the printing supplies for Quarter 4 shall be completed before May 10, 2021</li> </ul>
May 7, 2021	Release of all soft copies of SLMs from RO/CO <i>(Note: This is only the expected date.)</i>	<ul style="list-style-type: none"> <li>Uploading of ready-to-print copies of SLMs to Division Link</li> <li>Sending/forwarding of master copies of SLMs in hard/soft</li> </ul>	LRMS, DISS (PSDSs)	ICT Facilities, Internet Connectivity, Office Supplies needed for the printing of master copies	<ul style="list-style-type: none"> <li>The LRMS is responsible of ensuring that all PSDSs have the copies of SLMs for all learning areas and grade levels</li> </ul>



	<i>In case of delays, schools may use the school-made Activity Sheets)</i>	copies to PSDSs, School Heads and Teachers	<ul style="list-style-type: none"> <li>• Checking of ready-to-print SLMs as to the completeness of copies per learning area and grade level</li> </ul>		<ul style="list-style-type: none"> <li>• PSDSs shall see to it that all school heads have the complete sets of SLMs master copy for all learning areas and grade level.</li> <li>• School heads shall provide the teachers the copies of all the downloaded SLMs.</li> <li>• School heads and teachers shall check and run-through the contents of SLMs before printing them.</li> </ul>
May 10-14, 2021	School-based Printing of SLMs/Activity Sheets for Weeks 1-4 of Quarter 4 <i>(Note: In case that soft copies of SLMs from RO/CO are not received on May 7, 2021, the schools shall proceed to the printing of School-made Activity Sheets.)</i>	Printing, sorting and packaging of quality assured activity sheets prepared by the schools	<ul style="list-style-type: none"> <li>• Checking, Scanning/Skimming of printed copies of Activity Sheets</li> <li>• Hiring of Job Order who will man the printing, sorting and packaging of Activity Sheets</li> </ul>	School Heads, Teachers, Job Order	<ul style="list-style-type: none"> <li>• Priority is the SLMs/Activity Sheets for the 1<sup>st</sup> four weeks.</li> <li>• SLMs/Activity Sheets shall be packed and labelled based on enrollment</li> <li>• Printing of Activity Sheets will only be done only if soft copies of SLMs from RO/CO are not available by May 10, 2021.</li> </ul>
May 14, 2021	<ul style="list-style-type: none"> <li>• End of Quarter 3</li> <li>• Start of End of the Quarter Activities (End of the quarter activities may continue in the succeeding week – May 17-21, 2021)</li> </ul>	<ul style="list-style-type: none"> <li>• Computation of Learners' grades for Q3</li> <li>• Computation of learners grades</li> <li>• Issuance of Report Card (SF 9)</li> <li>• Quarter Recognition</li> </ul>	Teachers, School Heads	Results of Assessment, SF9, supplies needed for recognition	<ul style="list-style-type: none"> <li>• Recognition activities shall be conducted using appropriate platforms in accordance to IATF guidelines</li> </ul>



<p>May 14 and 17, 2021</p>	<p>Start of Distribution of SLMs/ Activity Sheets for Week 1 of Quarter 4</p>	<ul style="list-style-type: none"> <li>• Tasking for Distribution</li> <li>• Communicating/ coordinating with the parents and other stakeholders</li> <li>• Distribution/ Delivery of SLMs/ Activity Sheets</li> <li>• Monitoring of the Delivery</li> <li>• Home Visitation</li> </ul>	<p>Lead: Teachers Partners:</p> <ol style="list-style-type: none"> <li>1. PTA</li> <li>2. LGU/ Barangay Officials</li> </ol> <p>Other partner Stakeholders</p>	<p>Printed Activity Sheets/ SLMs, Drop boxes, Bins, Parents and Learners Guide</p>	<ul style="list-style-type: none"> <li>• Distribution of printed SLMs/ Activity Sheets.</li> <li>• Activity Sheets will only be used for the week if SLMs from CO are still not available.</li> <li>• If SLMs are already available for use, all printed Activity Sheets will be used as remediation materials.</li> </ul>
<p>May 17-21, 2021</p>	<p>Remediation Activities for the learners who have not met the standards for Q3</p>	<ul style="list-style-type: none"> <li>• Identification of learners who have failing grades during the 3<sup>rd</sup> quarter</li> <li>• Planning and Implementation of remediation activities.</li> </ul>	<p>Teachers School Heads</p>	<p>Results of Quarter 3, Remediation Materials</p>	<ul style="list-style-type: none"> <li>• The remediation activities shall only be conducted to learners who were not able to meet the standards during Quarter 3.</li> <li>• Remediation activities will be conducted to identified learners in addition to the tasks intended for Week 1 of Quarter 4.</li> <li>• Teachers and school heads shall carefully plan on how the remediation activities will be done along with Week 4 Q4 SLMs in a very considerate manner and in a way that academic ease is still complied with.</li> </ul>
<p>Week 1 of Quarter 4</p>	<ul style="list-style-type: none"> <li>• Start of teaching and learning for Quarter 4</li> <li>• Monitoring/ Home Visitation for Week 1</li> </ul>	<p>Teachers as guided and monitored by the School Heads</p>	<p>Activity Sheets/ SLMs, Home Learning Plan</p>	<p>The materials to be used by the learners may either be:</p> <p>(1) Activity Sheets if SLMs from RO/CO are not</p>	





July 12-16, 2021	Preparation, Submission and Checking of School Forms	<ul style="list-style-type: none"> <li>• School reorientation (if needed)</li> <li>• Accomplishing the required school forms</li> <li>• Submission of school forms</li> <li>• School/District/Division Checking (whatever is provided for in the guidelines)</li> </ul>	Teachers, School Heads, District Supervisors, SDO Checking Committee	School Forms, Printing Supplies, IT Facilities	<ul style="list-style-type: none"> <li>• Refer to DepEd Order No. 14, s. 2021 re: Interim Guidelines on the Preparation, Submission and Checking of School Forms for SY 2020-2021</li> <li>• Other important announcements regarding this activity will be immediately disseminated.</li> </ul>
July 19 to August 6, 2021	Remedial Classes (and/ or Advancement Classes if necessary)	<ul style="list-style-type: none"> <li>• Identification of learners with 1-2 failing grades</li> <li>• Planning for Summer Remedial Classes (Remediation activities, Modality, Beneficiaries, Schedules, Task Force)</li> </ul>	Teachers, School Heads, District Supervisors	List of learners with 1-2 failed subjects List of competencies for remediation Plan for Remedial Classes	<ul style="list-style-type: none"> <li>• The SDO will release a memorandum for the Remedial Classes based on the guidelines to be released by CO.</li> </ul>
Proposed Brigada Pagbasa under BASA Baya Lahat Reading Program		<ul style="list-style-type: none"> <li>• Issuance of Division Guidelines</li> <li>• Planning and Preparation activities <ul style="list-style-type: none"> <li>- Identification of learner-beneficiaries</li> <li>- Preparation of reading materials to be used</li> <li>- Scheduling</li> <li>- Assessment (Pre and Post)</li> <li>- Monitoring and Reporting</li> </ul> </li> </ul>	CID Supervisors (EPS/PSDSs), SGOD Monitoring personnel, School Heads, Teachers	Division Guidelines Reading Materials Funding (Division/School MOOE)	<ul style="list-style-type: none"> <li>• SDO will release an official issuance regarding this proposed reading remediation activity set to be held after the end of Q4</li> </ul>

Reference: DepEd Order No. 12, s. 2021 re: Amendment to DepEd Order No. 30, s. 2020



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