



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



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
All Others Concerned

FROM: 
LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent 

SUBJECT: REMINDERS DURING THE OPENING OF CLASSES

DATE: July 26, 2024

1. Pursuant to **DepEd Order No. 09, s. 2024 "Implementing Guidelines on the School Calendar and Activities for School Year 2024-2025"**, and **DepEd Memorandum No. 35, s. 2024 "National Oplan Balik Eskwela"** the Schools Division of Marinduque ensures the smooth opening of classes for SY 2024-2025 on July 29, 2024.
2. Considering the crucial role of all personnel for the success of the opening of classes, the following mechanism, strategies and activities shall be implemented:
 - 2.1 Schools
School heads, teachers, and non-teaching personnel shall be in their respective assigned schools. No school-based personnel shall be allowed to travel or go on personal leave during the first 2 weeks of classes.
 - 2.2. School heads' communication line must be open at all times to accommodate calls, messages regarding school concerns.
 - 2.3 Update enrolment data in the LIS daily.
 - 2.4 Ensure that instruction is started in all grade levels on July 29, 2024. No more school preparation activities shall be made.
 - 2.5 Division Supervisors shall inspect teachers' learning plans and schedule.
 - 2.6 Schools shall have a simple but festive way to welcome learners to school.

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3. Schools Division Office Personnel
 - 3.1 Monitor the opening of classes in schools.
 - 3.2 Attend flag raising ceremony in schools on July 29, 2024.
 - 3.3 Do the head counting of learners.
 - 3.4 Inspect the placement of learning resources such as modules, books, etc. inside the classrooms.
 - 3.5 Identify schools that implement shifting of classes (2-3 shifts)
 - 3.6 Inspect class/teachers' programs to ensure alignment to existing guidelines.
 - 3.7 Inspect the transparency board, school surroundings, classroom, students safety and others.
 - 3.8 Nurses to check school health facilities and school canteen.
 - 3.9 Provide technical assistance, feedback to school heads based on the observation findings. Discuss and recommend doable actions to address issues and concerns.
 - 3.10 Provide observation/monitoring reports to the proper authorities.
4. Contingency Measures
 - 4.1 In the event of cancellation of in-person classes due to calamities and other possible reasons, alternative delivery modalities as stipulated in DO No. 09, s.2024 Section III shall be employed.
 - 4.1.1 Modular Distance Learning (MDL)
 - 4.1.2 Online Distance Learning (ODL)
5. Immediate dissemination of this Memorandum is desired.

ASDS/ral

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