

March 26, 2018

Division Memorandum No. (4) s. 2018

Guidelines on the Conduct of 2018 Summer Remedial and Advancement Classes

To: CID and SGOD Chiefs
Public Schools District Supervisors
Public and Private School Heads and Teachers

1. In the conduct of 2018 summer remedial and advancement classes, the Schools Division Office of Kabankalan City hereby adopts the provisions of DepED Order No. 13 s. 2018 re: Implementing Guidelines on the Conduct of Remedial and Advancement Classes During Summer for the K to 12 Basic Education Program. This is relative to the implementation of Republic Act 10533 otherwise known as the Enhanced Basic Education Act of 2013.
2. All public elementary and secondary schools shall follow the provisions of the said DepED Order in the conduct of their summer remedial and advancement classes. Private schools may opt to make adjustments in accordance with their context/situation provided the same has the approval of the schools division superintendent.
3. Remedial and advancement classes for this summer shall start on April 16, 2018 and end by May 25, 2018.
4. School heads have the primary responsibility to ensure that classes during summer shall be maximized to address the intention. Class observations are strongly encouraged.
5. Division personnel from the CID (Curriculum Implementation Division) and the SGOD (School Governance and Operations Division) shall monitor 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.
6. Guidelines and requirements in the offering of summer classes, eligibility of learners, daily time allotment, and other pertinent reports to the conduct of summer remedial and advancement classes are stipulated in the enclosures.
7. For widest dissemination and compliance of all concerned.


ANTHONY H. LIOBET, CESO VI
ASDS, OIC Office of the Schools Division Superintendent

References:

D. O. No. 13, s. 2018; D.O. No. 25, s. 2017; D.O. No. 8, s. 2015; D.O. No. 31, s. 2012; D.O. No. 13, s. 2005; D.O. 53, s. 2003

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

Classes	Policy	Program	Schools	Curriculum and Instruction	Teachers
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Guidelines and Requirements in Offering Summer Classes and Learners Eligible to Attend Summer Classes

A. Guidelines and Requirements in Offering Summer Classes

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

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

- 1.1 List of student who will take up remedial/advancement summer classes;
- 1.2 List of least learned 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;
- 1.3 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.
- 1.4 Tentative list of learning area/s to be offered and schedule of classes approved by the School Head;
- 1.5 Written consent of parents /guardians whose learners will attend summer classes;
- 1.6 List of teachers and the subjects that they will teach during summer classes.

B. Eligible Learners for Summer Classes

1. 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;
2. 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;
3. Grades 4 to 10 learners who **failed in two (2) or more learning areas** at the end of the school year despite the educational interventions given;
4. 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 who failed a prerequisite subject;
5. 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 work immersions;
6. Learners from Grades 4 to 12 with special educational needs (LSENs) shall be allowed to attend classes during summer to catch-up with their learning deficiencies.

Assessment of Learning and Daily Time Allotment

A. Assessment of Learning

1. The learner shall undergo formative and summative assessment. The final grade for the summer classes is the Remedial Class Mark (RCM) as provided in D.O. No. 8, s. 2015.
The **average** of the Final Grade at the end of the school year and the Remedial Class Mark (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 higher grade level or semester.
2. 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.
3. A certificate of Recomputed Final Grade shall 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.

B. Daily Time Allotment

1. For Grades 4 to 10, the computation of the daily time allotment per learning area for the 6-week period is based on the 180-day or 36 weeks non-negotiable contact time for teachers:
2. 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

3. 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.**
4. 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.

Teaching Assignment, Benefits and Restrictions

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

1. 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 teacher are preferred to handle classes during summer.
2. 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.
3. 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).
4. Teachers who will handle summer classes shall earn **service credits equivalent to the total number of hours of actual teaching divided by eight (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".
5. The following documents shall be submitted to the Office of the Schools Division Superintendent for the grant of service credits:
Duly signed Daily Time Record
Accomplishment Report
6. No service credits shall be granted to teachers who handles summer classes in the event that honorarium/remuneration shall be given.