



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region 02
SCHOOLS DIVISION OFFICE OF NUEVA VIZCAYA
Bayombong

DIVISION MEMORANDUM

No. 256 s. 2015

To: OSDS (OIC-ASDS, Admin Heads)
CID (Chief, EPS and PSDS/DIC)
SGOD (Chief, S/EPS)
Public Elementary and Secondary School Principals/OICs

From: 
SAMUEL R. SOLIVEN
OIC, Schools Division Superintendent

Date: June 29, 2015

Subject: **LOCALIZED SCHOOL CALENDAR ADDRESSING CLASSROOM
DISRUPTION**

Pursuant to the mission of the Department to arrest the deteriorating quality of education, one of the immediate tasks that need to be undertaken is to increase engaged time-on-task. The DepEd Division of Nueva Vizcaya strongly encourages the effective dissemination of, advocacy and compliance on the attached *DepEd Order No.9, s. 2005 "Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith"*, among all DepEd personnel and private basic education institutions.

The DepEd Calendar for SY 2015-2016 (DO 9, s. 2015)

The prescribed 201 days for SY 2015-2016 shall be strictly spent on engaged time-on-task. Suspension of classes that constitutes a disruption should be avoided and shall be made up by another school day outside of the school calendar.

Every School Head must localize its calendar based on the following:

A. Calendar of the 201 days for the SY

- There are at least 180 non-negotiable teaching-learning days.
- On these days, teachers must be in the classrooms implementing the K to 12 CIA standards (content, performance, learning competencies) through the curriculum guides.

- School Heads must be discerning in sending teachers for Official Business and/or Official Time.
- Before the Schools Division Superintendent will approve OB and OT documents, school head must attach a certification on the number of OB, OT and personal absences of the teacher being recommended including the instructional plan. Refer to Division Memo 168, s. 2014

School Days Other than the Teaching-Learning Days (to complete the 201 days)

<i>Activities</i>	<i>Specific Dates</i>
<i>Quarterly NAT-Like Assessments</i>	
1 st Quarterly NAT-like Assessment	August 6-7, 2015 (Thurs and Fri) or August 7/10, 2015 (Fri and Mon)
2 nd Quarterly NAT-like Assessment	October 15-16, 2015 (Thurs and Fri) or October 16/19, 2015 (Fri and Mon)
3 rd Quarterly NAT-like Assessment	December 7-8, 2015 (Thurs and Fri) or December 5/7, 2015 (Fri and Mon)
4 th Quarterly NAT-like Assessment <i>NAT-like Assessment means test items that measure Higher Order Thinking Skills (HOTS). Generally, 75% of the items are of Multiple Choice type while the remaining test items are of Matching Type, Modified True or False, etc.</i>	<i>Grade 6 and Grade 10</i> March 3-4, 2016 (Thurs and Fri) or March 4/7, 2016 (Fri and Mon) <i>Other Grade Levels</i> March 17-18, 2016 (Thurs and Fri) or March 18/20 (Fri and Mon)
Submission of Table of Specifications and Quarterly Examination Questions	Two (2) Weeks BEFORE the Quarterly Exam
Finalization of Summative Assessments on Written Work and Performance Tasks Reproduction of the Quarterly Examination Questions	One (1) Week BEFORE the Quarterly Exam
QUARTERLY EXAM	
Checking of Learners' Answers	To be done by the teachers
Computation, Submission and Verification of Grades	One (1) Week AFTER the Quarterly Exam
Preparation of Summary of Grades and Report Cards	Days before the scheduled Parent-Teacher Conference
Parent-Teacher Conference and Distribution of Cards	1 st Qtr August 22, 2015 (Saturday) 2 nd Qtr November 7, 2015 (Saturday) 3 rd Qtr January 9, 2016 (Saturday)
<i>NETRC-administered Assessments</i>	
NAT for Grade 10	March 2, 2016
NAT for Grade 6	March 10, 2016
LAPG for Grade 3	March 8, 2016
NCAE for Grade 9	August 26, 2015
<i>Mid-Year Assessment/INSET</i> <i>HRD Week</i>	October 26-30, 2015
Graduation Day	April 1, 2016

B. Calendar of National Celebrations

- Classes should not be suspended even while there are school celebrations of important historical events or significant occasions.
- Discussions on the significance of these events or occasions, such as United Nations Day, Arbor Day, School Nutrition Month, Environment Month, AIDS Awareness Day, etc. should be integrated in related subject areas during the regular classroom discussions.
- To make these known, simple announcements in bulletin boards will do.
- These shall be formally announced during flag ceremonies, too.
- Each teacher must be given a copy of the complete list of annual celebrations for possible integration and may be captured too in the lesson plans/logs.

C. Calendar of Municipal and Provincial Fiestas/Anniversaries

- The municipal fiestas/anniversaries are opportunities for schools to learn local history in connection with the present and future of the municipality/province.
- These may be integrated in Araling Panlipunan and MAPEH.
- Consider it also as a chance to report to the community their accomplishments and the status of their schools.
- Practices in relation to the fiesta have to be done after school hours.

Sta. Fe 2 nd week of March	Kasibu March 17-19	Aritao Town Fiesta: March 20-24 Patronal Fiesta: April 18-20	
Dupax del Sur April 9-11	Bambang April 13-16	Alfonso Castaneda April 18-20	Dupax del Norte April 22-24
Kayapa January	Province of Nueva Vizcaya May 18-24		
Ambaguio June 15-18	Quezon June 15-18	Diadi June 16-18	
Bayombong August 5-9	Villaverde September 1-3	Bagabag 4 th week of September	Solano October 7-10

D. Calendar of Academic and Non-Academic Competitions

1. Only competitions and conferences like Press Conference, Science and Technology Fair, Math Challenge, etc ***explicitly*** cited through DepEd Orders, DepEd Memoranda released this SY 2015-2016 or Republic Acts may be conducted during weekends because *these policies may create rights and obligations in the furtherance of DepEd mandates*. DepEd Advisories indorsing competitions or activities *do not create* rights and obligations.
 - The organizer/s must PREPARE AN EDUCATIONAL RESEARCH PROPOSAL pertinent to the said competition or conference.
 - Participation of learners must always observe the NO COLLECTION policy.

- *Selecting Contestants for the District Level (Elementary)/Division Level (Secondary).* Use classroom performance, multiple intelligences and/or previous contest performance of learners as bases.
 - i. Keep evidences on the determination of contestants and coaches
 - ii. Observe 1 coach-chaperon per school. For schools with eight (8) or less teachers, the Head Teacher is the chaperon. The number of coach-chaperons must be limited.

- *Preparations for the District Level/Division Level*
 - i. Inform parents and obtain their consent
 - ii. Prepare list of contestants, actual coaches and the chaperon
 - iii. Practices/Reviews must be held after class hours only. Learners and their coach/es must NOT be pulled out from their classes.
 - iv. In the event that a teacher is the chaperone, prepare instructional plans duly concurred by the one in-charge of the class to be left behind who shall deliver the lessons in the instructional plan.

- *Actual Conduct of the District Level/Division Level*
 - i. Registration
 1. Inspect the accomplished parental consent. *Do not accept the delegation if the contestants do not have parental consent.*
 2. Get the list of contestants, actual coaches and chaperon
 3. Involve the Division Cashier if there are financial transactions
 - ii. Always install security and safety mechanisms for all

- *After the Conduct of the District Level/Division Level*
 - i. Prepare QAME Reports with quantitative and qualitative data including the results of the contest (as an EDUCATIONAL RESEARCH)
 - ii. All coaches who did not serve as chaperons should still be given their certificates
 - iii. Be transparent about the budget and actual expenses for accounting purposes

E. Calendar for Physical Education and School Sports (PESS), School Meet, District Meet, Provincial Meet or CAVRAA Meet

- Engage learners and employees in doing physical fitness activities like regular exercises, jogging, and stretching. Make it regular after the flag ceremonies. It can also be done daily after school hours. The School Head must make this happen with the help of the MAPEH teachers.
- Emphasize also proper hydration among learners. There should be a good supply of potable water. Require learners to bring their water containers. Canteens must sell nutritious foods only. No to junk foods and soft drinks.
- District Heads in consultation with School Heads have to make plan about their District Meet. Only sports events where schools have high chance of winning may be played in the District Meet.

- District and Provincial Meets may only be scheduled during Saturdays and Sundays. Practices should be done only after school hours or Saturdays.
- SY 2014-2015 Athletes who emerged as Champions in the 2015 CAVRAA/Paloro may be “twice to beat”.
- In-house training for CAVRAA/Paloro. Study the possibility of engaging for free through MOA/MOU the Barangay, Municipal, and/or Provincial Volunteers with interest in Sports.

F. Calendar of Activities for Edukasyon sa Pagpapakatao, Homeroom Guidance, Career Guidance and Scouting

- The Edukasyon sa Pagpapakatao (EsP) is a learning area that promotes virtue ethics and career guidance. This is handled by an EsP teacher. Schools with Guidance Counselors/Designates have to conduct Career Fairs in preparation for the Senior High School.
- The Homeroom Guidance is a scheduled period and a part of class advisorship. The delivery of the Homeroom Guidance by the Class Adviser is based on the curriculum guide of the Edukasyon sa Pagpapakatao.
- “Scouting in Schools” must be promoted by the School Heads. It has to be in harmony with Edukasyon sa Pagpapakatao and Homeroom Guidance.
- The Edukasyon sa Pagpapakatao, Scouting in Schools and Homeroom Guidance revolve on the following

Kinder and Grades 1 – 6

- Tungkulin ko sa Aking Pamilya
- Mahal ko, Kapwa ko
- Para sa Kabutihan ng Lahat, Sumunod Tayo
- Paggawa ng Mabuti, Kinalulugdan ng Diyos

Grades 7-10

- Pagkilala at Pamamahala sa Sarili
- Ang Pagkatao ng Tao
- Ang Pagpapahalaga at Birtud
- Ang Pagtatakda ng Mithiin at Pagpapasya

G. Calendar of PASBE-SBM Validation or OAME

In October 2014, all schools submitted their self-evaluation on their SBM Level of Practice. The results will be subjected to validation by the Division PASBE-SBM Validation Team

1. The validation visit must be scheduled two weeks before the visit.
2. Schedule: From 7:30AM – 4:30PM with a Flag Ceremony regardless of the school day
3. Exhibits Required: based on IPCRF of School Head
4. The 4 KRAs as criteria are the following:

KRA1: Leadership and Governance (c/o OSDS, CID, SGOD)

SIP, 2015 WFP

Compilation of Division Memos, Orders, PLGU/MLGU/BLGU Communication Letters
Teaching Loads of Teachers

Class Program

Accomplished School Forms

Separate Meetings with the following:

- SSG c/o CID
- PTA and Alumni c/o SGOD
- Teachers c/o CID

KRA 2: K to 12 Curriculum and Learning (c/o CID)

Classroom Observation

A chair or two should be provided with the following:

- Lesson Plan/Log, CG, TG, LM being used by the teacher
- Blank CB-PAST
- Sample Table of Specifications, Sample Test Questions
- Sample Class Record

KRA 3: Accountability and Continuous Improvement (c/o OSDS, SGOD, CID)

Transparency Board

Procurement and Liquidation Reports

Accomplishment Reports

Three (3) Years of Previous Results of

- Access/Enrolment
- Retention/School Leavers
- Completion/Cohort Survival
- NETRC-administered Assessments NAT, NCAE, etc

Career Guidance Reports

Child Protection Reports / Grievance Committee Reports

Attendance Reports of Employees (to include OB, OT, Personal Absence)

KRA 4: Management of Resources (c/o OSDS, SGOD, CID)

To include Brigada Eskwela Assessment with the required forms and inclusive of the following components

- National Greening Program
-(ESWM, Tree Planting, Gulayan sa Paaralan)
- Learning Area Parks
- Disaster Risk Reduction Management (DRRM)
- Promotion of Municipal Scenic Spots in Schools (Every District composed of elementary and secondary must capture 10 attractive spots per municipality in collaboration with the Municipal Tourism Office)

Note: The above are also captured as YES-O Advocacies

- There shall be an exit conference with the school head and teachers.
- Final results of the PASBE-SBM Validation Visit will be released after two (2) weeks.

For information, wide dissemination and compliance.