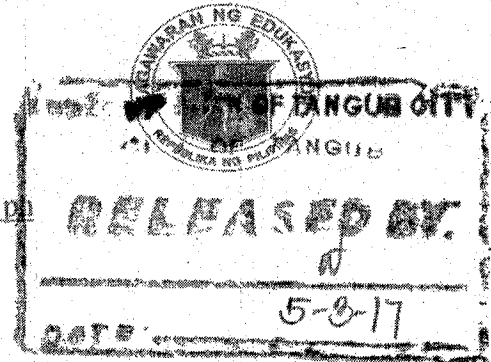




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**Division Memorandum**  
No. 91, s. 2017

To: School Governance and Operations Division (SGOD)  
Curriculum Implementation Division (CID)  
School Heads, Elementary & Secondary  
This Division

From: VICTORIA V. GAZO, Ph. D., CESO V  
Schools Division Superintendent

Subject: GUIDELINES ON SCHOOL READINESS FOR THE OPENING OF  
CLASSES FOR SCHOOL YEAR 2017-2018

Date: May 3, 2017

1. In line with the Strategic Direction of DepEd Region X anchored on the 10-point Agenda of Secretary Leonor Magtolis Briones, strict adherence with the implementation of the guidelines in the opening of the school year 2017-2018 is hereby directed.
2. Pursuant to this mandate, all schools are hereby directed to strengthen their capacity to provide better learning environment and to bring all school-aged children to school.
3. In line with this, all schools are mandated to put up a sign board with the name of their school and their school ID number on the rooftop of their school building.
4. The following are the schedule of activities for the Opening of Classes, to wit:

May 15 – 20, 2017	-	Brigada Eskwela
May 22 – 25, 2017	-	Oplan Balik Eskwela
May 29 – June 3, 2017	-	Star Classroom Evaluation
5. Enclosed is the guidelines for reference.
6. Immediate and wide dissemination of this memorandum is desired.

vvg/hjc/05-03-17

## GUIDELINES ON SCHOOL READINESS

### A. Classroom Structuring

All schools are directed to observe Regional Memorandum No. 15, s. 2013 re Classroom Structuring.

### B. Learning Resources

On top of the teacher's table are the following:

1. Curriculum Guide (CG) and Teacher's Guide (TG)
2. Learning Resource Materials (LRMs)
3. Inventory of references in all learning areas

### C. List of Pupils/Students

Outside the room entrance is the list of learners in that room. Automatic enrollment and tracking mechanism is encouraged by adopting the following:

1. Automatic Enrolment of Kindergarten learners to Grade 1 to Grade 6 including Inclusive Education learners (SPED, ALS, ADM, IPED, MEP)
2. Automatic referral of Grade 6 Graduates to Grade 7 and Grade 10 completers to Grade 11 including learners with special needs and passers of Basic Literacy to A and E
3. Automatic Enrolment of Grade 7 learners to Grade 10 and Grade 11 learners to Grade 12 including learners with special needs and passers of Elementary A and E
4. Automatic referral of grade 10 completers including learners with special needs and passers of secondary A and E to Senior High School

### D. School Face-Lifting

This considers the following:

- Mowed grasses
- Robust plants all around
- Painted buildings and fences
- Unblemished school signage

### E. Senior High School

All Senior High Schools are advised to have the following:

1. Media blitz
2. SHS jingles on air within the school if not over the radio
3. Tarpaulin on school offerings
4. Info center or info desk
5. Industry mapping

### F. New Philippine Flag

All schools are directed to hang unfaded Philippine Flag.

**G. Updated Profile of Teachers**

This shall be placed in tarpaulin near the school to provide direction to learners of their class advisers.

**H. Other Concerns**

1. **Compliance to DO 42, s. 2016** re Policy Guidelines on Daily Lesson Preparation for the K to 12 Basic Education.
2. **Classroom consultation** with specific time approved by the school head shall be included in the class program for teacher's meetings/conferences with parents.
3. Division Supervisors, Public Schools District Supervisors & school heads must have a copy of the **budget of work of the K to 12 Curriculum by learning areas and by grade level from first to fourth quarters** of the school year to ensure provision of effective and efficient instructional supervision.
4. **School calendar for SY 2017-2018** must be strictly complied with. School heads shall prepare remedial and make-up class mechanism in case of disruption of classes for consolidation by the schools division offices and submission to Regional Office on or before May 15, 2017.
5. **Automatic turn-over** of learners' school records and portfolio from kindergarten teacher to the succeeding grade level teacher including inclusive education teacher (SPED, ALS, ADM, IPED, MEP) is encouraged.
6. **Immediate submission of Report/Updates** including damaged assessment on Learning Resources due to crisis situation.
7. **Schedules of Learning Action Cell (LAC)** and implementation plan
8. **M and E** of Division Offices on the cascading of trainings conducted in the RO and CO to the school level.
9. **Utilization of off-line, on-line Learning Resources** to facilitate the need of resource materials
10. **Implementation of Alternative Delivery Mode (ADM), Alternative Learning System, Special Education (SPED), Muslim Education and IP Education** as included in the Mission of DepEd.