



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

5 September 2024

DIVISION MEMORANDUM
No. 228, s. 2024

**IMPLEMENTATION OF STANDARDIZED CLASS PROGRAM TEMPLATE AND
SUBMISSION OF SUMMARY FORM**

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Elementary and Secondary Heads
All Other Concerned

1. To synchronize submission of class programs, this office through the CID issues new standardized class program template. The new template will ensure uniformity and facilitate easier processing at the division level.
2. All schools are required to download the new class program template and the accompanying summary form from <https://tinyurl.com/SDOCPTemplate2024>. The summary form is a mandatory document that provides a concise overview of the class programs and must be submitted together with the completed class program template.
3. To assist schools in the completion of the class program, a sample accomplished class program has been made available for your reference should you encounter any difficulties in using the new template. The sample is also accessible at the same link provided.
4. All schools must adhere to the following guidelines:
 - a. Complete the class program using the provided template.
 - b. Fill out the summary form accurately, reflecting the necessary details from the class program.

c. Submit both the class program and the summary form on or before **September 20, 2024** to the records section for proper routing.

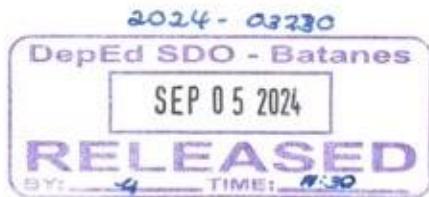
5. Strict adherence to this matter is highly expected.

af
ALFREDO B. GUMARU JR. EdD, CESO V
Schools Division Superintendent *af*

Encl: None
Reference:

To be indicated in the Perpetual Index
Under the following subjects
FORMS

CID/vbg/wgh





Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES
NAME OF SCHOOL
Basco, Batanes

SUMMARY OF TEACHING LOADS
FIRST SEMESTER OF SY 2024-2025

No.	Teacher's Name	Position	Learning Area	Total Number of Preparations	Number of Subjects	Advisory Class	Allotted Time For Advisory Tasks (Minutes/Day) (A)	Allotted Time For Projetc Maylir (B)	Teaching Load in The Regular Subjects (Minutes/Day) (C)	Actual Number of Teaching Hours Per Day (A+B+C)/60	Variance From Standard (360 Mins) In Minutes/Day	Ancillary Services
1							60	60	135	4.25	105	refer to DO 5, s. 2024
2												
3												
4												
5												

Prepared by:

TEACHER
Chairman

TEACHER
Member

TEACHER
Member

Noted by:

PRINCIPAL
Principal I

Recommending Approval:

DANTE J. MARCELO, PhD, CESO VI
Assistant Schools Division Superintendent

Approved by:

ALFREDO B. GUMARU JR., EdD, CESO V
Schools Division Superintendent

NAME OF SCHOOL

FIRST QUARTER CLASS PROGRAM

SY 2024-2025

GRADE 11

TIME	NAME OF SECTION			NAME OF SECTION		
	Adviser			Adviser		
MORNING SESSION	FC 7:30-7:45	Day	Subject	Teacher	Day	Subject
	7:45-8:45	M			M	
		T			T	
		W			W	
		Th			Th	
	8:45-9:45	F			F	
		M			M	
		T			T	
		W			W	
		Th			Th	
	9:45-10:00	F			F	
		HEALTH BREAK				
AFTERNOON SESSION	10:00-11:00	M			M	
		T			T	
		W			W	
		Th			Th	
		F			F	
	11:00-12:00	M			M	
		T			T	
		W			W	
		Th			Th	
		F			F	
	12:00-1:00	NOON BREAK				
		M			M	
		T			T	
		W			W	
		Th			Th	
	1:00-2:00	F			F	
		M			M	
		T			T	
		W			W	
		Th			Th	
	2:00-3:00	F			F	
		M			M	
		T			T	
		W			W	
		Th			Th	
	3:00-4:00	F			F	
		M			M	
		T			T	
		W			W	
		Th			Th	
	4:00-5:00	F			F	
		M			M	
		T			T	
		W			W	
		Th			Th	
		F			F	

Prepared by:

TEACHER

Chairman

TEACHER

Member

TEACHER

Member

Noted by:

PRINCIPAL

School Principal

Recommending Approval:

DANTE J. MARCELO, PhD, CESO VI

Assistant Schools Division Superintendent

Approved:

ALFREDO B. GUMARU JR., EdD, CESO V

Schools Division Superintendent

NAME OF SCHOOL
FIRST QUARTER CLASS PROGRAM
SY 2024-2025

GRADE 7

TIME	NAME OF SECTION		NAME OF SECTION			
	<i>Adviser</i>	<i>Subject</i>	<i>Teacher</i>	<i>Day</i>	<i>Subject</i>	<i>Teacher</i>
FC 7:30-7:45				M		
MORNING SESSION				T		
7:45-8:30				W		
				Th		
				F		
8:30-9:15				M		
				T		
				W		
				Th		
				F		
9:15-10:00				M		
AFTERNOON SESSION				T		
10:00-10:30				W		
				Th		
				F		
10:30-11:15				M		
				T		
				W		
				Th		
				F		
11:15-12:00				M		
12:00-1:30						
				M		
1:30-2:15				T		
				W		
				Th		
				F		
2:15-3:00				M		
				T		
				W		
				Th		
				F		
				M		
3:00-3:45				T		
				W		
				Th		
				F		
3:45-4:30				M		
				T		
				W		
				Th		
				F		
				M		
4:30-5:00				T		
				W		
				Th		
				F		

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CLASS PROGRAM

SY 2024-2025

GRADE 3

TIME	No. of Minutes	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
FLAG CEREMONY / CLASSROOM CLEANING / ARRIVAL TIME						
		RECESS				
		BREAK TIME				
		Preparation of DLP / Teaching Materials				
		Collaborative Expertise Session for Teachers	Conduct of Intervention Activities, Library Work, Co-curricular Activities, Culminating Activities	Collaborative Expertise Session for Teachers		

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TEACHER
Member

TEACHER
Member

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Recommending Approval:

Approved:

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NAME OF SCHOOL

Basco, Batanes

CLASS PROGRAM

SY 2024-2025

GRADE 1

TIME	No. of Minutes	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
FLAG CEREMONY / CLASSROOM CLEANING / ARRIVAL TIME						
RECESS						
BREAK TIME						
Preparation of DLP / Teaching Materials						
		Collaborative Expertise Session for Teachers	Conduct of Intervention Activities, Library Work, Co-curricular Activities, Culminating Activities	Collaborative Expertise Session for Teachers		

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CLASS PROGRAM

SY 2024-2025

KINDERGARTEN

TIME	No. of Minutes	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:30-7:50		FLAG CEREMONY / CLASSROOM CLEANING / ARRIVAL TIME				
7:50-8:05	15	Meeting Time	Meeting Time	Meeting Time	Meeting Time	Meeting Time
8:05-8:50	45	Circle Time 1	Circle Time 1	Circle Time 1	Circle Time 1	Circle Time 1
8:50-9:05	15	Supervised Recess	Supervised Recess	Supervised Recess	Supervised Recess	Supervised Recess
9:05-9:15	10	Quiet / Nap Time	Quiet / Nap Time	Quiet / Nap Time	Quiet / Nap Time	Quiet / Nap Time
9:15-9:55	40	Circle Time 2	Circle Time 2	Circle Time 2	Circle Time 2	Circle Time 2
9:55-10:30	35	Indoor / Outdoor Play	Indoor / Outdoor Play	Indoor / Outdoor Play	Indoor / Outdoor Play	Indoor / Outdoor Play
10:30-10:50	20	Wrap-Up Time	Wrap-Up Time	Wrap-Up Time	Wrap-Up Time	Wrap-Up Time
10:50-11:05		Dismissal Time for Learners	Dismissal Time for Learners	Dismissal Time for Learners	Dismissal Time for Learners	Dismissal Time for Learners
11:05-12:00		Preparation of DLP / Teaching Materials				

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TEACHER
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