



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.



Address: Basco, Batanes, 3900
Contact No.: 09687467949, 09539704860
Email Address: batanes@deped.gov.ph
Facebook: facebook.com/deped.batanes
Website: <https://depedbatanes.ph>

Doc Code:	FM-ORD-005	Rev:	00
As of:	Jul 2, 2018	Page:	1

- 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.


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

Encl: None
Reference:

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

CID/vbg/wgh



Address: Basco, Batanes, 3900
Contact No.: 09687467949, 09539704860
Email Address: batanes@deped.gov.ph
Facebook: facebook.com/deped.batanes
Website: <https://depedbatanes.ph>

Doc Code:	FM-ORD-005	Rev:	00
As of:	Jul 2, 2018	Page:	2



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 Project Maylin (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	Teacher
	7:45-8:45	M			M		
		T			T		
		W			W		
		Th			Th		
		F			F		
	8:45-9:45	M			M		
		T			T		
		W			W		
		Th			Th		
		F			F		
	9:45-10:00	HEALTH BREAK					
	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					
AFTERNOON SESSION	1:00-2:00	M			M		
		T			T		
		W			W		
		Th			Th		
		F			F		
	2:00-3:00	M			M		
		T			T		
		W			W		
		Th			Th		
		F			F		
	3:00-4:00	M			M		
		T			T		
		W			W		
		Th			Th		
		F			F		
	4:00-5:00	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		
		Adviser			Adviser		
MORNING SESSION	FC 7:30-7:45	Day	Subject	Teacher	Day	Subject	Teacher
	7:45-8:30	M			M		
		T			T		
		W			W		
		Th			Th		
		F			F		
	8:30-9:15	M			M		
		T			T		
		W			W		
		Th			Th		
		F			F		
	9:15-10:00	M			M		
		T			T		
		W			W		
		Th			Th		
		F			F		
	10:00-10:30	M			M		
	10:30-11:15	M			M		
		T			T		
		W			W		
		Th			Th		
		F			F		
	11:15-12:00	M			M		
		T			T		
		W			W		
		Th			Th		
		F			F		
AFTERNOON SESSION	12:00-1:30						
	1:30-2:15	M			M		
		T			T		
		W			W		
		Th			Th		
		F			F		
	2:15-3:00	M			M		
		T			T		
		W			W		
		Th			Th		
		F			F		
	3:00-3:45	M			M		
		T			T		
		W			W		
		Th			Th		
		F			F		
	3:45-4:30	M			M		
		T			T		
		W			W		
		Th			Th		
		F			F		
	4:30-5:00	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

Note: Please integrate Project MAYLIR.



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

NAME OF SCHOOL
Basco, Batanes

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		

Prepared by:

TEACHER
Chairman

TEACHER
Member

TEACHER
Member

Noted by:

Recommending Approval:

Approved:

PRINCIPAL
School Principal

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

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



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

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	

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



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

NAME OF SCHOOL

Basco, Batanes

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				

Prepared by:

TEACHER

Chairman

TEACHER

Member

TEACHER

Member

Noted by:

Recommending Approval:

Approved:

PRINCIPAL

School Principal

DANTE J. MARCELO, PhD, CESO VI

Assistant Schools Division Superintendent

ALFREDO B. GUMARU JR., EdD, CESO V

Schools Division Superintendent