



Republic of the Philippines  
Department of Education  
Region XI

**CITY SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



**Office of the City Schools Division  
Superintendent**

Tel. No. (082) 553-8375; 553-8376; 553-8396

Division Memorandum No. 332, s. 2017

**TO :** CID and SGOD Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads

**FROM :** FELICIANO A. TAMONDONG, JR. EdD, CESO VI *FT*  
Assistant Schools Division Superintendent  
OIC – Office of the Schools Division Superintendent

**SUBJECT :** Submission of Class Program, Teacher's Schedule and Summary of Loads of Teachers

**DATE :** May 24, 2017

1. The field is hereby reminded to submit to this Office the Class Program, Individual Teacher's Schedule, and Summary of Loads of Teachers on or before June 13, 2017, one week after the start of classes, as agreed in the latest MANCOM:
2. Samples of Class Program for Grades 1-10 and Teacher's Schedule are hereto attached to guide each school as to the format, teacher/class information required and signatories to reflect.
3. The sample Class Program and Teacher's Schedule can be modified as to format and teacher/class information required if necessary based on school's actual needs and situation provided that no information required in the sample shall be removed. The signatories in the sample shall strictly be followed.
4. The Class Program and Teacher's Schedule must be printed in black and white except the DepEd zeal/logo to ensure clarity and readability of contents.
5. The Class Program, Teacher's Schedule and Summary of Loads of Teachers have to be referred first to the PSDS In-Charge for checking/review to ensure that DepEd Order No. 31, s. 2012 is strictly observed particularly on timeslot for each learning area, as well as DepEd Memorandum No. 291, s. 2008 for the Working Hours of Teachers.
6. The PSDS In-Charge shall affix their individual initial beside the name of the SDS to indicate that the documents required are already checked/reviewed.
7. The Class Program is expected to be posted/placed outside the classroom, on top of the table of the adviser and in the first page of the lesson plan/DLL of the teacher; while the Teacher's Schedule is expected to be placed on top of the table and in the lesson plan/DLL of the teacher.
8. For the information, guidance and compliance of all concerned.



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Region XI



Schools Division of Digos City  
Digos Oriental District

**RAMON MAGSAYSAY CENTRAL ELEMENTARY SCHOOL**

School ID \_\_\_\_\_

Name: Gina S. Gutierrez

Grade & Section: Grade 2 - Narra

Position Title: Master Teacher I

Room No. 8

## CLASS PROGRAM

School Year 2017 - 2018

Time	No. of Minutes	Learning Area/Activities
7:30 - 7:50	20	Flag Raising Ceremony
7:50 - 8:10	20	Homeroom Guidance
8:10 - 9:00	50	Mother Tongue
9:00 - 9:50	50	Filipino
9:50 - 10:10	20	Recess
10:10 - 11:00	50	English
11:00 - 11:50	50	Mathematics
11:50 - 1:00	70	Lunch Breal
1:00 - 1:40	40	Araling Panlipunan
1:40 - 2:20	40	MAPEH
2:20 - 2:50	30	EsP
2:50 - 3:40	50	Remediation/Reinforcement/Enrichment Activity/Religious Instruction
3:40 - 4:20	40	Cleaning Activity
4:20 - 4:30	10	Flag Lowering Ceremony

Prepared:

**GINA S. GUTTIEREZ**

Class Adviser

Recommending Approval:

**NEIL D. BONGCAYAO**

Principal II

Approved:

**FELICIANO A. TAMONDONG, JR., EdD, CESO VI**

Assistant Schools Division Superintendent

OIC-SDS



Republic of the Philippines  
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**RAMON MAGSAYSAY CENTRAL ELEMENTARY SCHOOL**

School ID \_\_\_\_\_

Name : \_\_\_\_\_

Grade & Section: Gr. 4 - Daisy

Position Title : \_\_\_\_\_

Room No. 12

### CLASS PROGRAM

School Year 2017 - 2018

Time	No. of Minutes	Learning Area/Activities	Teacher
7:30 - 7:50	20	Flag Raising Ceremony	
7:50 - 8:10	20	Homeroom Guidance	Ruth S. Santos
8:10 - 9:00	50	Filipino	Ruth S. Santos
9:00 - 9:50	50	English	Nena T. Sanchez
9:50 - 10:10	20	Recess	
10:10 - 11:00	50	Science	Ruth S. Santos
11:00 - 11:50	50	Mathematics	Rex G. Mona
11:50 - 1:00	70	Lunch Break	
1:00 - 1:40	40	Araling Panlipunan	Jay R. Tan
1:40 - 2:30	50	EPP/TLE	Jimmy M. Su
2:30 - 3:10	40	MAPEH	Jay R. Tan
3:10 - 3:40	30	EsP	Ruth S. Santos
3:40 - 4:20	40	Remediation/Reinforcement/Enrichment Activity/Religious Instruction	Ruth S. Santos
4:20 - 4:30	10	Flag Lowering Ceremony	

Prepared:

**RUTH S. SANTOS**  
Class Adviser

Recommending Approval:

**NEIL D. BONGCAYAO**  
Principal II

Approved:

**FELICIANO A. TAMONDONG, JR., EdD, CESO VI**  
Assistant Schools Division Superintendent  
OIC-SDS



Republic of the Philippines  
Department of Education  
Region XI



Schools Division of Digos City  
**DIGOS CITY NATIONAL HIGH SCHOOL**  
School ID \_\_\_\_\_

Name : \_\_\_\_\_

Grade & Section: Gr. 7 - Daisy

Position Title : \_\_\_\_\_

Room No. 12

**CLASS PROGRAM**  
SY 2017 - 2018

Time	Learning Area/Activities (Teacher)				
	Monday	Tuesday	Wednesday	Thursday	Friday
7:30 - 7:45	Flag Raising Ceremony				
7:45 - 8:45	English	English	English	English	MAPEH
	(Jimmy S. Yu)	(Jimmy S. Yu)	(Jimmy S. Yu)	(Jimmy S. Yu)	(Nena R Tiu)
8:45 - 9:45	Science	Science	Science	Science	MAPEH
	(Beth C. Lim)	(Beth C. Lim)	(Beth C. Lim)	(Beth C. Lim)	(Nena R Tiu)
9:45 - 10:00	RECESS				
10:00 - 11:00	Filipino	Filipino	Filipino	Filipino	MAPEH
	(Rex Y. Tan)	(Rex Y. Tan)	(Rex Y. Tan)	(Rex Y. Tan)	(Nena R Tiu)
11:00 - 12:00	Mathematics	Mathematics	Mathematics	Mathematics	MAPEH
	(Esther T. Yu)	(Esther T. Yu)	(Esther T. Yu)	(Esther T. Yu)	(Nena R Tiu)
12:00 - 1:00	LUNCH BREAK				
1:00 - 2:00	Aral. Pan.	Aral. Pan.	Aral. Pan.	EsP	EsP
	(John R. Chu)	(John R. Chu)	(John R. Chu)	(Juvy T. Go)	(Juvy T. Go)
2:00 - 3:00	Homeroom Guidance	TLE	TLE	TLE	TLE
	(Jimmy S. Yu)	(Alina B. Pan)	(Alina B. Pan)	(Alina B. Pan)	(Alina B. Pan)
3:00 - 4:20	Remediation/ Enrichment	Remediation/ Enrichment	Remediation/ Enrichment	Remediation/ Enrichment	Remediation/ Enrichment
	(Jimmy S. Yu)	(Jimmy S. Yu)	(Jimmy S. Yu)	(Jimmy S. Yu)	(Jimmy S. Yu)
4:20 - 4:30	Flag Lowering Ceremony				

Prepared:

**JIMMY S. YU**  
Class Adviser

Recommending Approval:

**DATU ROGER A. MANAPOL, EdD**  
Principal II

Approved:

**FELICIANO A. TAMONDONG, JR., EdD, CESO VI**  
Assistant Schools Division Superintendent  
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**RAMON MAGSAYSAY CENTRAL ELEMENTARY SCHOOL**

School ID \_\_\_\_\_

Name : Nena S. Gomez

Advisory Class: Gr. VI - Jupiter

Position Title: Master Teacher I

## TEACHER'S SCHEDULE

School Year 2017 - 2018

Time	No. of Minutes	Learning Area/Activities	Room No.
7:30 - 7:50	20	Flag Raising Ceremony	
7:50 - 8:10	20	Homeroom Guidance	12
8:10 - 9:00	50	English 6 (Jupiter)	12
9:00 - 9:50	50	English 6 (Neptune)	14
9:50 - 11:00	70	Performing Other Teaching-Related Activities	Faculty Room
11:00 - 11:50	50	Mathematics 6 (Mercury)	15
11:50 - 12:00	10	Performing Other Teaching-Related Activities	Faculty Room
<b>LUNCH BREAK</b>			
1:00 - 1:50	50	Mathematics 6 (Neptune)	14
1:50 - 2:40	50	English 6 (Mercury)	15
2:40 - 3:30	50	Mathematics 6 (Jupiter)	12
3:30 - 4:10	40	Remediation/Reinforcement/Enrichment Activity - Advisory Class	12
4:10 - 4:20	10	Performing Other Teaching-Related Activities	Faculty Room
4:20 - 4:30	10	Flag Lowering Ceremony	
<b>Total No. of Minutes</b>	<b>480</b>		

Prepared:

**GINA S. GUTTIEREZ**

Class Adviser

Recommending Approval:

**NEIL D. BONGCAYAO**

Principal II

Approved:

**FELICIANO A. TAMONDONG, JR., EdD, CESO VI**

Assistant Schools Division Superintendent

OIC-SDS