



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
NATIONAL CAPITAL REGION  
**SCHOOLS DIVISION OFFICE – MARIKINA CITY**

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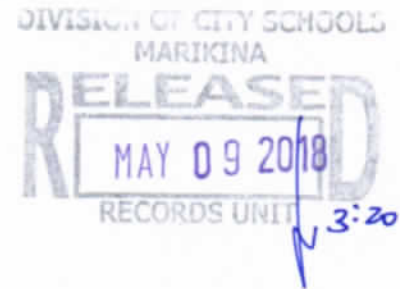
May 8, 2018

**DIVISION MEMORANDUM**

No. 115, s. 2018

**PRE-OPENING OF CLASSES**

**TO:** Chief Education Supervisors, SGOD & CID  
Elementary and Secondary School Principals  
Officers-in-Charge  
Public Schools



1. To ensure the smooth conduct of the opening of classes on June 4, 2018, all elementary and secondary schools are enjoined to conduct a **pre-opening of classes** on June 1, 2018.
2. During this activity, school heads should do the following in their respective schools:
  - Distribute the books;
  - Introduce to students/pupils the organizational structure & officials of DepEd system from central office, regional office, division office and schools;
  - School Policies (Rules & Regulations);
  - Educational Programs, Activities & Projects;
  - Disaster Preparedness;
  - Guide/tour/familiarize new students within the school compound/premises;
  - Issue/give class schedule;
  - Require students to come to school on June 4, 2018; and
  - Require teachers to prepare lesson plan during 1<sup>st</sup> day of classes and be in school on June 4, 2018.
3. This soft opening of classes will be monitored by Education Program Supervisors, Public School District Supervisors, Education Program Specialists and other SDO Personnel.
4. Immediate and wide dissemination of this Memorandum is desired.

  
**SHERYLL T. GAYOLA**  
Officer-In-Charge

Office of the Schools Division Superintendent