MEMORANDUM TO:

OIC, Office of the Assistant Division Superintendent
Chief Education Supervisors, SGOD and CID
Directors and School Heads, Elementary and Secondary Schools
Private Schools Only

REITERATION OF DepEd Order No. 13, s. 2018 (IMPLEMENTING GUIDELINES ON THE CONDUCT OF REMEDIAL AND ADVANCEMENT CLASSES DURING SUMMER FOR THE K TO 12 BASIC EDUCATION PROGRAM)

We would like to reiterate to the private schools the guidelines and requirement in offering classes during summer. Based from section 5 of the guidelines, you are hereby informed to submit the following not later than the 3rd week of March that precedes the summer term:

1. Letter of request to offer remedial or advancement classes during summer
2. Includes the following documents:
   a. List of students who will take up remedial or advancement classes during summer
   b. List of least mastered competencies of the learner on the subject area where he/she failed to be prepared by the subject area teacher as part of the endorsement for summer classes (See Enclosure No. 1 for the template)
   c. Tentative list of learning area/s to be offered and schedule of classes approved by the School Head
   d. Written consent of parents/guardians whose learners will attend summer classes (See Enclosure No. 2 for the template)
   e. List of teachers and the subjects that they will teach during summer classes.

Please revisit section 6 of the guidelines for the eligibility of learners for summer classes.

Immediate and wide dissemination of this Memorandum.

JOEL T. TORRECAMPO
Officer In-Charge
Office of the Schools Division Superintendent
LEARNER'S ENDORSEMENT FOR SUMMER CLASS

Date: _______________

This is to certify that ______________________, with LRN # ____________________
a bonafide learner of ___________________________.
(Name of learner) (Name of school)
is hereby allowed to take summer class for SY _______________.
The learner is recommended to enroll in the following subject area for □ remedial
□ advancement

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<tr>
<th>Grade Level</th>
<th>Subject/s</th>
<th>No. of Units</th>
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_________________________________
Class Adviser

Approved:

_________________________________
School Head/Principal

Note: In case of remedial class, the least mastered competencies shall be attached.
PARENTAL CONSENT FORM FOR SUMMER CLASS

Date: ________________

I, ____________________________________ hereby state that I am the ____________________________________________

(Name of Parent / Guardian) (Relationship to the learner)

of ____________________________________ with LRN # ______________ who is presently in ____________________________

(Name of the learner) (Grade level)

do hereby signify my consent for my child to be enroll in summer class for school year ____________________________

at ________________________________

(Name of School and Address)

________________________________________

(Name and signature of Parent/ Guardian)

____________________________

(Date)