



Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OF ILOCOS SUR
Bantay, Ilocos Sur



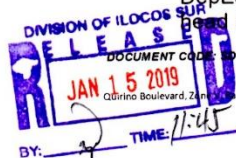
January 15, 2019

DIVISION MEMORANDUM
NO. 012, S. 2019

SUBMISSION OF SCHOOL INDICATIVE SCHEDULE OF ACTIVITIES
FOR JANUARY – MAY 2019

To: OIC-Assistant School Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
School Heads, Public Elementary and Secondary Schools

1. To facilitate the conduct and monitoring of programs, projects and activities, all schools shall prepare School Indicative Schedule of Activities for the First Quarter of CY 2019.
2. The said schedule of activities shall contain all target/proposed activities (on and off-campus) for review and approval by this Office. Particularly, ensure that all activities shall be reflected/aligned with the following:
 - 2.1. DepEd Order No. 25, s. 2018 re School Calendar for SY 2018-2019 and other related DepEd Issuances
 - 2.2. SIP 2019-2021
 - 2.3. AIP 2019
3. Prepare copies of the said schedule of activities with the following specifications:
 - 3.1. Prescribed Format (See attached.)
 - 3.1.1. Place school logo, school address, email and contact number in the document head.
 - 3.1.2. Under the column for Month, place the month and number of days where Saturdays and Sundays are identified.
 - 3.1.3. Under the column for Activities, place the complete title of the activity/ies.
 - 3.1.4. Under the column for Persons/Group Responsible, indicate the positions/designations of the ones in-charge. In case of partnership activities, identify the partner agency.
 - 3.1.5. Under the column for Target Participants, please specify others when necessary.
 - 3.1.6. The design of the schedule of activities and other features may be added/alterd unless specified in the foregoing provisions.
 - 3.2. Number of Copies
 - 3.2.1. 2 hard copies (A4 bond paper)
 - 3.2.2. 1 soft copy – Upload file to this link: depd.in/Q1schoolcalendar2019
4. Submit copies of the schedule of activities to this Office and through the given link on or before January 23, 2019 (Wednesday).
5. Approved School Indicative Schedule of Activities shall serve as permit to conduct the programs, projects and activities included therein with the following provisions:
 - 5.1. All participating pupils/students shall secure parents' permit in attendance/participation to school activities.
 - 5.2. All participating teachers shall be entitled to service credits in accordance to DepEd Order No. 19, s. 2011 and DepEd Order No. 53, s. 2003 and the school and non-teaching staff shall be granted Compensatory Time-Off (CTO) on



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REVISION: 00

EFFECTIVITY DATE: 09-10-2018



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for INSET Activities conducted on Saturdays, Sundays and holidays as per CSC and DBM Joint Circular No. 2, s. 2004.

- 5.3. The implementation of DepEd Order No. 66, s. 2017 re: Implementing Guidelines on the Conduct of Off-Campus Activities and "No Collection Policy" pursuant to implementing rules and regulations of DepEd Order NO. 41, s. 2012 shall be strictly observed.
 - 5.4. Ensure that make-up classes shall be conducted in lieu of affected school days due to the conduct of activities. A report on the conduct of make-up class shall be submitted to this Office for monitoring purposes.
 - 5.5. All precautionary measures shall be instituted to ensure the lives and safety of all concerned. Any action, therefore, should be the discretion and responsibility of the school head. However, it is the school's moral and legal obligation to look after the welfare of the participants, hence, extraordinary diligence shall be exercised at all times.
6. For information, guidance and compliance.

GEMMA Q. TACUYCUI, CESO V
Schools Division Superintendent

To be indicated in the perpetual index under the following subject:

Indicative Schedule of Activities

School-based Activities

School Calendar

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Quirino Boulevard, Zone V, Bantay, 2727 Ilocos Sur



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Republic of the Philippines
DEPARTMENT OF EDUCATION
Region I
SCHOOLS DIVISION OF ILOCOS SUR
Bantay, Ilocos Sur
(District)
(School and School ID)
(Address and Contact Details)



INDICATIVE SCHEDULE OF ACTIVITIES
JANUARY - MAY 2019

MONTH	ACTIVITIES	PERSON/GROUP RESPONSIBLE	INVOLVED LEVEL OF GOVERNANCE (Division, District, School)	TARGET PARTICIPANTS (School Head, Teachers, Others)
JANUARY				
1				
2				
3				
4				
5 (Sat)				
6 (Sun)				
7				
8				
...				
FEBRUARY				
...				
MARCH				
...				
APRIL				
...				
MAY				
...				

Prepared by:

NAME OF SCHOOL HEAD
Position

APPROVED:

GEMMA Q. TACUYCUY, CESO V
Schools Division Superintendent