



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
City of Mandaluyong

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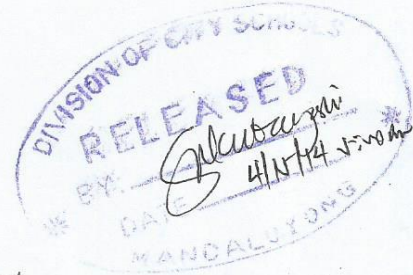
MEMORANDUM

FROM: 
EVANGELINE P. LADINES
Schools Division Superintendent

TO: Asst. Schools Division Superintendent
Education/District Supervisors
Principals, Public Elementary and Secondary Schools

**SUBJECT: ATTACHMENT TO REGIONAL MEMORANDUM NO. 082, S.
2014 dated April 4, 2014 re: PREPARATION AND
SUBMISSION OF REPORTS FOR THE OPENING OF
CLASSES, SY 2014-2015**

DATE: April 15, 2014



1. Enclosed is a copy of the Checklist on the Preparation and Submission of Reports for the 2014-2015 School Opening on June 2, 2014, for information, guidance and compliance of all concerned supervisors and principals.
2. It is reiterated that all the items must be addressed properly and promptly by the school heads and principals, The Assistant Schools Division Superintendent, Education Program Supervisors and the District Supervisor and Coordinating Principal of District I shall monitor the compliance of the schools using the checklist.
3. The individual checklist of all the schools shall be submitted to the ASDS as the Division Focal Person of the Operation Balik-Eskwela (OBE) for validation not later than June 2, 2014.
4. Immediate and wide dissemination of this Memorandum is desired.

DEPED – NATIONAL CAPITAL REGION

CHECKLIST OF PREPARATIONS FOR SY 2014-2015 SCHOOL OPENING ON JUNE 2, 2014

Division: _____

Directions: Below is the list of Regional Policies to be observed in preparation for the opening of classes on June 2, 2014. Please take note that preparations in compliance with the items below should be done prior to the actual opening of classes. Please put a check (✓) mark on the space provided if the item has been observed, and cross (x) mark, if not observed.

	1. Strict enforcement of regular class day on June 2, 2014 with teachers actually teaching in the assigned class/es.
	2. Literacy mapping in all barangays and catchment areas was conducted before June 2, 2014.
	3. Display of tarpaulins at conspicuous places within school premises "Welcome Back to School, SY 2014-2015".
	4. Teachers to utilize lesson exemplars and stereotype lesson plans with corresponding objectives and activities.
	5. Locator maps of different sections, room assignments and corresponding teacher advisers displayed in conspicuous places in schools two weeks before the opening of classes (May 19-31, 2014).
	6. Prepare specific schedule of enrolling children/students especially those who are walk-ins, transferees, and repeaters in specified date and time in schools for both elementary and secondary
	7. Distribute textbooks and other resources to teachers and learners on a specified date (May 26-30, 2014).
	8. Provide Alternative Delivery Modes/Mechanisms to classes without available teachers on the first day of classes (June 2, 2014).
	9. Teaching assignments, subject loading of teachers and corresponding teacher programs are put in place and made known during the conduct of local school based in service meetings.
	10. Release of cards of pupils/students should be finished and unclaimed cards be left at the principal or guidance office.
	11. Classrooms, chairs, water and sanitation facilities be made available on the first day of classes and thereafter.
	12. Strict observance/adherence to "No Collection Policy", is a must.
	13. All schools have a uniform enrolment period starting from early registration (January 25, 2014) on a daily basis, from June 2 until June 30, 2014.
	14. "Moving up" activities where pupils/students going to the next level be oriented on the following: <ul style="list-style-type: none"> - Designated adviser for SY 2014-2015 - Designated classroom, class schedule and class program
	15. Schools going beyond their absorptive capacity should implement their approved and tested ADMs on the first day of classes, June 2, 2014.
	16. Instructional Managers are conducting sessions in ALS classes in all learning centers.
	17. SIPs and AIPs should be made available and updated in the opening of classes.
	18. New class schedules/arrangements affected by DPWH road construction and other infrastructure projects should be ready (for those who are affected divisions only)
	19. Canteens are clean with no junk foods sold and other prohibited products.
	20. Faculty and staff meetings are conducted before June 2, 2014.
	21. School/Division Disaster Risk Reduction & Management System is put in place in readiness for possible calamities.
	22. All teachers and school personnel must be in complete and proper school uniform on the first regular class day and demonstrate/exhibit "PROJECT SMILE" all throughout the year.

Prepared by:

 Division OBE Chair/Focal Person

Certified correct:

 Schools Division Superintendent