

the endorsement for summer classes (*See Enclosure No. 1 for the template*);

- Tentative list of learning area/s to be offered and schedule of classes approved by the School Head;
  - Written consent of parents/guardians whose learners will attend summer classes (*See Enclosure No. 2 for the template*); and
  - List of teachers and the subjects that they will teach during summer classes.
5. A minimum of **ten (10)** learners in Grades 4 to 10 and in any of the Senior High School (SHS) core subjects and **eight (8)** for any SHS major subjects is required. Otherwise, learners will be referred to nearby schools offering similar subjects for the summer.
6. Teachers who handle classes during summer shall be responsible in issuing the **Certificate of Recomputed Final Grade ( RFG)** - the average of the final grade at the end of the school year and the Remedial Class Mark (RCM) of the summer classes. The said **Certificate of RFG** shall be approved by the School Head and submitted to the SDO, as attachment to **Form 137 and School Form No. 5 (SF5)**, together with the **Report on the Conduct of Summer Classes** not later than **June 5, 2020**.
7. In addition, for teachers to avail of the service credits, a request for the approval of the SDS of the service credits earned shall be made by the School Head with the following supporting documents :
- Duly signed Daily Time Record; and
  - Accomplishment Report (*with MOVs - prepared by the Teacher handling the summer class*).
8. To ensure that teaching and learning are maximized during summer classes, class observations by the School Head are strongly encouraged. The SDO, thru the SMME section of the SGOD shall monitor and evaluate the conduct of summer classes. **Monitoring and Supervision reports shall be submitted to the Regional Office (RO) not later than June 19, 2020.**
9. For your information, guidance and compliance.

  
**KAREN L. GALANIDA, PhD, CESO VI**  
Schools Division Superintendent

Reference:

Department Order No. 13, s. 2018

To be indicated in the Perpetual Index under the following subjects:

SUMMER CLASS

MONITORING AND EVALUATION

POLICY

CURRICULUM

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