



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

September 9, 2025

DIVISION MEMORANDUM

No. 441, s. 2025

LSS-CI Talk: Orientation on Adjusted Schedules, Catch-Up & ARAL Program Updates (SY 2025-2026)

TO: OIC- Asst. Schools Division Superintendent
Chief (CID/SGOD)
Education Program Supervisors
Public Schools District Supervisors
School Heads (Elementary & Secondary)
All Others Concerned

1. In response to the recent and anticipated disruptions in the school calendar due to the conduct of the **District Athletics Meet on September 18–19, 2025**, and the **2-Day Live-In Formal Training on the ARAL Reading Program** (Batch 1: *Calbayog Districts 1–6 on September 23–24, 2025*; Batch 2: *Oquendo Districts 1–3 and Tinambacan Districts 1–3 on September 25–26, 2025*), the Schools Division of Calbayog City shall implement **adjusted class schedules** and a **catch-up program** to recover the instructional time lost. This adjustment also anticipates possible one-day or half-day class suspensions due to unforeseen circumstances.
2. To ensure **proper understanding and uniform implementation** of this initiative across all public schools, the Division Office shall conduct a **Learning System Strand - Curriculum Implementers (LSS-CI) Talk: Orientation on the Implementation of Adjusted Class Schedules and Catch-Up Program to Compensate Lost Instructional Time Due to Class Interruptions**.
3. This orientation aims to:
 - Present the **adjusted daily schedules** for kindergarten to Grade 12, including the adoption of **45-minute class periods** to efficiently recover lost time;
 - Guide School Heads on the appropriate implementation of the **ARAL Reading Program**, consistent with the **6-hour teaching load and 2-hour ancillary work policy** as stipulated in **DepEd Order No. 5, s. 2024**; **DepEd Order No. 18, s. 2024**; and **DepEd Order No. 64, s. 2025**.



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4. **Orientation Schedule:**

Date	District	Time	Venue
September 09, 2025	Calbayog 1-3	1:00 PM – 5:00 PM	Calbayog City SPED Center
September 10, 2025	Calbayog 4-6	8:00 AM – 12:00 NN	San Policarpo CES
	Oquendo 1-3	1:00 PM – 5:00 PM	Oquendo NHS
September 11, 2025	Tinambacan 1-3	8:00 AM – 12:00 NN	Binaliw Elementary School

5. **PSDSs in the clustered Districts, Division Education Program Supervisors, Division Sports Coordinator, all elementary and secondary School Heads, and School ARAL Reading Coordinators are required to attend.** No proxy shall be allowed. During the orientation, the following materials will be presented:
- Sample class programs per grade level
 - Catch-up day calendar
 - Teacher workload matrix
 - ARAL Reading Program implementation updates
6. School Heads are expected to **cascade the information** to their respective teachers and **ensure faithful implementation** of all strategies, while remaining compliant with DepEd guidelines on teachers' workload. **Tracking and documentation** of catch-up sessions must be done at the school level to ensure transparency and accountability in instructional delivery.
7. To ensure the success of the activity, **host schools** must ensure the availability of the following:
- Classroom/hall with chairs and tables
 - Sound system with at least 2 functional microphones
 - TV set or Overhead Projector (OHP)
 - Attendance Sheet, and Certificate of Appearance
 - Overall coordination for the smooth conduct of sessions
8. This Memorandum **shall serve as the official Travel Authority** for all participants. Schools must **log official travel and attendance accordingly**. Full support, cooperation, and commitment from all concerned personnel are **strongly enjoined** to ensure the successful implementation of this preparatory activity.
9. **Wide dissemination and strict compliance** with this Memorandum are hereby directed.

Issued this 9th day of September 2025.



MARGARITO A. CADAYONA JR., PhD, CESO VI
Schools Division Superintendent