

## 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.



Address: P2 Brgy. Hamorawon, Calbayog City, Samar Email Address: calbayogcity@deped.gov.ph

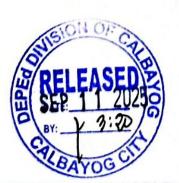
Website: https://calbayogcity.deped.gov.ph/

## 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.
- 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 Superintenden





Address: P2 Brgy. Hamorawon, Calbayog City, Samar Email Address: calbayogcity@deped.gov.ph

**Email Address:** calbayogcity@deped.gov.ph **Website:** <u>https://calbayogcity.deped.gov.ph/</u>