



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division Superintendent

July 7, 2022

**DIVISION MEMORANDUM**  
No. 375 s. 2022

**IMPLEMENTING GUIDELINES ON THE CONDUCT OF REMEDIAL AND  
ADVANCEMENT CLASSES DURING SUMMER FOR THE K TO 12 BASIC  
EDUCATION PROGRAM**

To:

Assistant Schools Division Superintendent  
CID and SGOD Personnel  
Public Schools District Supervisors/In-charge  
School Heads  
All Others Concerned

1. In consonance with the appended issuances as DepEd Order No. 025, s. 2022, re: IMPLEMENTING GUIDELINES ON THE CONDUCT OF REMEDIAL AND ADVANCEMENT CLASSES DURING SUMMER FOR THE K TO 12 BASIC EDUCATION PROGRAM and with reference to DepEd Order No. 13, s. 2018, re: IMPLEMENTING GUIDELINES ON THE CONDUCT OF REMEDIAL AND ADVANCEMENT CLASSES DURING SUMMER FOR THE K TO 12 BASIC EDUCATION PROGRAM, this Office hereby underscores essential provisions. To wit:

- a. DO 13, s. 2018 used the term classes as learners had previously attended school during the hot, dry season of April and May. However, since the schedule of remedial classes for school year 2021-2022 falls from July-August, the term **summer classes** shall be amended to **End-of-the-School Year (EOSY) classes**.
- b. EOSY classes refer to both remedial and enrichment classes offered within a prescribed number of days during the school break of each school year. It is a structured instructional or formal learning experience in a public or private elementary or secondary school with the approval of the Schools Division Superintendent (SDS).
- c. Grades 1 to 10 learners who failed in not more than two learning areas at the end of the school year despite the educational interventions given. Further, Grades 1 to 11 learners who got a grade ranging from 75 to 79, described as Fairly Satisfactory based on DepEd Order No. 8, s. 2015 Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program, in any learning area, shall attend enrichment classes instead of remedial classes as the latter is designed for those learners who failed in not more than two learning areas. The conduct of enrichment classes is one of the strategies in the Learning Recovery Plan of the Department. They are designed to improve learner's level of attainment of the Most Essential Learning Competencies (MELCs) to ensure their readiness for transition to the next grade level. Their grade shall no longer be recomputed as their attendance shall be voluntary, with due consent from their parents/guardians.



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Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF MISAMIS ORIENTAL**

d. The End-of-the-School Year classes for SY 2021-2022 consistent with DO 029, s. 2021, School Calendar and Activities for School Year 2021-2022 states that remedial, enrichment, and advancement classes for public schools shall start on **July 24, 2022, Monday, and end of August 12, 2022, Friday.**

e. Teachers who will handle classes during EOSY shall earn **service credits equivalent to the total number of hours of actual teaching divided by 8 hours but shall NOT exceed 15 days** which is the maximum number of days of service credits earned in a year **except in cases authorized by the Secretary upon the recommendation of the Regional Director.** Additional information is indicated under DO No. 53, s. 2003.

f. Other significant provisions are stipulated in the attached DepEd Orders.

2. For your information, guidance, and of strict compliance.

**JONATHAN S. DELA PEÑA, PhD, CESO V**  
Schools Division Superintendent 

JSD/egd/cid/sgod/cpv/mma



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Republic of the Philippines  
**Department of Education**

07 JUN 2022

DepEd ORDER  
No. **025**, s. 2022

**AMENDMENT TO DEPED ORDER NO. 13, S. 2018**  
(Implementing Guidelines on the Conduct of Remedial and Advancement Classes  
During Summer for the K to 12 Basic Education Program)

To: Undersecretaries  
Assistant Secretaries  
Minister, Basic, Higher and Technical Education, BARMM  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

1. The Department of Education issues the **Amendment to DepEd Order (DO) No. 13, s. 2018** titled **Implementing Guidelines on the Conduct of Remedial and Advancement Classes During Summer for the K to 12 Basic Education Program** to assist schools in identifying learners who are most in need of instructional support and layout mechanisms by which remedial classes during summer can be maximized to address learning gaps brought primarily by the abrupt pedagogical shift due to the pandemic.
2. DO 13, s. 2018 used the term **summer classes** as learners had previously attended school during the hot, dry season of April and May. However, since the schedule of remedial classes for School Year 2021-2022 falls from July to August, the term **summer classes** shall be amended to **End-of-School-Year (EOSY) classes**.
3. **EOSY classes** refer to both remedial and enrichment classes offered within a prescribed number of days during the school break of each school year. It is a structured instructional or formal learning experience in a public or private elementary or secondary school with the approval of the schools division superintendent (SDS).
4. Section VII. **Eligible Learners for Summer (End-of-School-Year Classes)**, No. 14 of the enclosure to DO 13, s. 2018 shall be amended as follows:

**14. Grades 1 to 10 learners who failed in not more than two learning areas at the end of the school year despite the educational interventions given.**

**Grades 1 to 11 learners who got a grade ranging from 75 to 79, described as Fairly Satisfactory based on DepEd Order No. 8, s. 2015 Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program, in any learning area, shall attend enrichment classes instead of remedial classes as the latter is designed for those learners who failed in not more than two**



**learning areas. The conduct of enrichment classes is one of the strategies in the Learning Recovery Plan of the Department. They are designed to improve learners' level of attainment of the Most Essential Learning Competencies (MELCs) to ensure their readiness for transition to the next grade level. Their grade shall no longer be recomputed as their attendance shall be voluntary, with due consent from their parents/guardians.**

5. Further, Section IX. Daily Time Allotment, Paragraph 23 shall be amended as follows:

**23. End-of-school-year classes shall be done from Mondays to Fridays. The delivery mode of instruction shall preferably be face to face, particularly for those schools that have participated in the implementation of the progressive expansion of face to face classes. Parent's consent shall be required before the learner participates in the end-of-school-year classes. However, depending upon the Alert Level of the area, schools may opt for a combination of face to face classes and modular or online learning. Educational Television and Radio-based Instruction shall be used to supplement other learning delivery modalities.**

6. An **Individual Learning Monitoring Plan** (Refer to Appendices D and F of DM-CI-2020-00162, **Suggested Strategies in Implementing Distance Learning Delivery Modalities for School Year 2020-2021**) must be prepared by teachers handling remedial and enrichment classes to address the learning gaps and deficiencies in the competency level of each learner. The **one-size-fits-all** approach is discouraged as it does not address the learners' unique and diverse needs.

7. The end-of-school-year classes for SY 2021-2022 consistent with DO 029, s. 2021, **School Calendar and Activities for School Year 2021-2022** states that remedial, enrichment and advancement classes for public schools shall start on **July 24, 2022**, Monday, and end on **August 12, 2022**, Friday. This schedule may be adjusted in schools where the regional or schools division offices declared class suspension due to an increase in COVID-19 cases in their areas as provided for in DM-CI-2022-009, **Reiterating the Policy on Academic Ease and Allowing the Suspension of Classes and Other Teaching-Related Activities in the Midst of the Surge in COVID-19 Cases**, as long as the adjusted schedule does not fall short of the required six-week period as indicated in DO 13, s. 2018.

8. However, learners who received a grade ranging from **75 to 79** shall attend enrichment classes for **15 days only**, from Mondays to Fridays, within the identified duration of EOSY classes.

9. **Enrichment Classes** refer to any form of organized instructional interventions given to learners from Grade 1 to Grade 11 who received a grade ranging from 75 to 79 in any learning area to improve their level of attainment of the prescribed learning competencies and fully prepare them for transition to their next grade level. Learners undergoing enrichment programs shall be provided with additional learning opportunities through tutorials, mentoring, coaching, or other ways of delivering organized learning experiences.

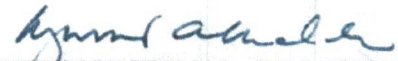
10. This Order shall be implemented in all public elementary and secondary schools nationwide for SY 2021-2022. Private schools are allowed to make necessary

adjustments in accordance with their context, subject to the approval of their respective SDS. All other provisions stated in DO 13, s. 2018 shall remain effective unless otherwise amended by subsequent DepEd issuances.

11. This Order shall take effect immediately upon its approval. Certified copies of this Order shall be filed with the University of the Philippines Law Center- Office of the National Administrative Register (UP LC-ONAR) at the UP Diliman, Quezon City.

12. For more information, please contact the **Bureau of Learning Delivery**, 4th Floor, Bonifacio Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at [bld.od@deped.gov.ph](mailto:bld.od@deped.gov.ph) or telephone numbers (02) 8637-4346 and (02) 8537-4347.

13. Immediate dissemination of and strict compliance with this Order is directed.



**ATTY. NEPOMUCENO A. MALALUAN**  
Undersecretary  
Officer-in-Charge

**References:**

DepEd Order: (Nos. 018, s. 2021 and 36, s. 2016)

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

AMENDMENT  
BASIC EDUCATION  
CLASSES  
LEARNERS  
POLICY  
SCHOOLS



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DEPED-OSEC-462217





Republic of the Philippines  
**Department of Education**

DepEd ORDER  
No. **013**, s. 2018

23 MAR 2018

**IMPLEMENTING GUIDELINES ON THE CONDUCT OF REMEDIAL AND ADVANCEMENT CLASSES DURING SUMMER FOR THE K TO 12 BASIC EDUCATION PROGRAM**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

1. The Department of Education (DepEd) adopts the enclosed **Implementing Guidelines on the Conduct of Remedial and Advancement Classes During Summer for the K to 12 Basic Education Program**. This is in line with the implementation of Republic Act No. 10533 otherwise known as the Enhanced Basic Education Act of 2013.
2. This will be implemented effective School Year 2017-2018 in both public and private elementary and secondary schools nationwide. However, private schools are allowed to make necessary adjustment in accordance with their context/situation, subject to the approval of their respective schools division superintendent.
3. The conduct of remedial and advancement classes during summer shall start every 2nd Monday of April and shall end after the completion of the six-week period that may include Saturdays.
4. All existing Orders and Memoranda, which are inconsistent with this Order are rescinded. This policy will remain in force and in effect unless sooner repealed, amended or rescinded.
5. Immediate dissemination of and strict compliance with this Order is directed.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encl: As stated

References: DepEd Order: Nos. 13, s. 2005; 31, s. 2012; 8, s. 2015; and 25, s. 2017

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

ASSESSMENT  
BASIC EDUCATION  
CLASSES  
CURRICULUM

LEARNERS  
MONITORING AND EVALUATION  
POLICY  
SCHOOLS

APA/DO- Implementing Guidelines on the Conduct of Remedial and Advancement Classes  
0247/March 17, 2018

(Enclosure to DepEd Order No. **013**, s. 2018)

**IMPLEMENTING GUIDELINES ON THE CONDUCT OF  
REMEDIAL OR ADVANCEMENT CLASSES DURING SUMMER FOR THE  
K TO 12 BASIC EDUCATION PROGRAM**

**I. RATIONALE**

1. The implementation of the K to 12 Curriculum by the Department of Education ensures that every learner has to complete the basic quality education with the necessary competencies and skills for higher education and/or for the world of work or for entrepreneurship. As such, DepEd recognizes the need to offer classes during summer to ensure continuous/regular moving up of a learner from one grade level to the next grade level.
2. This policy aims to standardize the offering of summer classes and to provide appropriate directions to all elementary and secondary schools in both public and private sectors. The conduct of classes during summer shall provide opportunities for remediation through tutorial or coaching of learners with learning gaps or subject area deficiency. Classes during summer may also be conducted for advancement of subjects particularly for those Senior High School learners with work immersion in the succeeding semester.

**II. SCOPE**

3. The different provisions of this policy are applicable to Grades 4 to 12 in both public and private elementary and secondary schools offering classes during summer. This will provide appropriate directions to all personnel of DepEd at the different levels of governance including those in the private schools.

**III. DEFINITION OF TERMS**

4. For purposes of this policy, the operational definition of the following terms are as follows:
  - a. *Summer class* – any structured instructional or formal learning experiences offered by a public or private elementary or secondary school during summer-break with the approval of the Schools Division Superintendent.



- b. *Remedial* – any form of organized instructional interventions given to a learner during summer class to address his or her learning gaps or subject area deficiency. The remedial can be made in a form of tutorial, mentoring, coaching, or other ways of delivering the organized learning experiences.
- c. *Advancement* - any subject area offered during summer class to be taken by a senior high school learner with work immersion in the succeeding semester. The advance subjects are those that are left together with the work immersion. This is to give the learner time to focus on his/her work immersion during the semester.

#### **IV. POLICY STATEMENT**

- 5. The DepEd hereby issues these policy guidelines to ensure standard practices in offering classes during summer. This policy affirms the Department's commitment in ensuring that all learners will complete basic quality education.

#### **V. GUIDING PRINCIPLES IN OFFERING CLASSES DURING SUMMER**

- 6. Classes are offered during summer to address the learners' learning gaps or failure, deficiencies due to change of track/specialization and/or transfer from one school to another; or to allow for an advance subject for those Senior High School learners with work immersion in the succeeding semester or school year;
- 7. The learning standards of the K to 12 curriculum shall be followed in any class to be offered during summer;
- 8. The readiness of the school to offer classes during summer shall be considered especially the necessary resource requirements (e.g. subject area specialist/teacher to handle a specific learning area; classroom and laboratories; instructional materials; etc.);
- 9. The principle of cost-effectiveness shall always prevail in the evaluation of request for offering classes during summer; and
- 10. The learning profile of enrollees in any class during summer shall serve as basis for planning and designing learning experiences.



## **VI. GUIDELINES AND REQUIREMENTS IN OFFERING CLASSES DURING SUMMER**

11. The school shall submit a letter of request to offer remedial or advancement classes during summer to the Schools Division Office (SDO) not later than the 3<sup>rd</sup> week of March that precedes the summer term. The Schools Division Superintendent (SDS) shall approve the request based on the result of the evaluation. Approval of classes during summer shall be issued only for the term or year applied for.

The school's request to offer classes during summer shall include the following documents:

- 11.1 List of students who will take up remedial or advancement classes during summer.
- 11.2 List of least mastered competencies of the learner on the subject area where he/she failed to be prepared by the subject area teacher as part of the endorsement for summer classes (*See Enclosure No. 1 for the template*).
- 11.3 There shall be a minimum of ten (10) learners in Grades 4 to 10 and in any of the core subject areas in the Senior High School (SHS). However, for any of the major subjects under the SHS, a minimum of eight (8) is allowed. Otherwise, learners will be referred to nearby schools offering classes during summer. In cases, where no school offers classes during summer in any learning area, the SDO must provide alternative measures to address learners' need.
- 11.4 Tentative list of learning area/s to be offered and schedule of classes approved by the School Head.
- 11.5 Written consent of parents/guardians whose learners will attend summer classes (*See Enclosure No. 2 for the template*).
- 11.6 List of teachers and the subjects that they will teach during summer classes.

## **VII. ELIGIBLE LEARNERS FOR SUMMER CLASSES**

The learners who are allowed to enroll in classes during summer are the following:

12. Learners from public schools and those from the private schools who would like to transfer in public schools eventually after the summer

classes are the primary recipients of summer classes offered in public schools.

13. A learner from public school may be allowed to enroll summer class in a government recognized private school and should be accepted to enroll upon return to his/her public school.
14. Grades 4 to 10 learners **who failed in NOT more than two (2) learning areas** at the end of the school year despite the educational interventions given.
15. Senior High School (SHS) learners who failed in any learning area/s at the end of the first or second semester or those learners who have any deficiency due to change of specialization/track after a year. Also, those SHS learners who failed a prerequisite subject.
16. Incoming Grade 12 learners who will undertake work immersion in the succeeding semester shall be allowed to take two to three advance subjects during summer so that more attention or focus shall be given to their work immersions.
17. Learners from Grades 4 to 12 with special educational needs (LSENs) shall be allowed to attend classes during summer to catch-up with their learning deficiencies.

#### **VIII. ASSESSMENT OF LEARNING**

The assessment of learning for classes during summer shall be based on the following provisions:

18. The learner shall undergo formative and summative assessment. As per DepEd Order No. 8, s. 2015 entitled *Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program*; the Final Grade for summer classes is the Remedial Class Mark (RCM). The **AVERAGE** of the Final Grade at the end of the school year and the RCM is the Recomputed Final Grade (RFG). The learner shall obtain a RFG of at least 75 or higher to be promoted to the next grade level or semester.
19. However, if the RFG of the learner is below 75, he/she shall be re-assessed immediately by the subject teacher to determine the least mastered competencies or learning gaps. The results of the re-assessment shall serve as basis for planning and designing an immediate instructional intervention to ensure the transition of that learner to the next grade level or semester. If ever the learner still fails in the instructional intervention, he/she is allowed to enroll in the next grade level in the succeeding School Year with continuous provision of tutorial services.



20. A Certificate of Recomputed Final Grade to be given to the learner signed by the concerned teacher and approved by the School Head or Principal which shall be presented upon enrolment to the next grade level or in the next semester.

**IX. DAILY TIME ALLOTMENT**

21. For Grades 4-10, the computation of the daily time allotment per learning area **for 6-week period** is based on the 180-day or 36 weeks non-negotiable contact time for teachers:

The daily time allotment are as follows:

| <b>Learning Area</b> | <b>Grades 4 to 6</b> | <b>Grades 7 to 10</b> |
|----------------------|----------------------|-----------------------|
| Mother Tongue        |                      |                       |
| Filipino             | 4 Hours              | 4 Hours               |
| English              | 4 Hours              | 4 Hours               |
| Science              | 4 Hours              | 4 Hours               |
| Mathematics          | 4 Hours              | 4 Hours               |
| Araling Panlipunan   | 3 Hours              | 3 Hours               |
| EPP/TLE              | 4 Hours              | 4 Hours               |
| MAPEH                | 3 Hours              | 4 Hours               |
| EsP                  | 2.5 Hours            | 2 Hours               |

22. For Grades 11-12, an 80-hour per subject for Core Curriculum Subjects, Applied Track Subjects and Specialized Subjects are allotted **2 hours per subject for 6-week period.**
23. Classes for summer shall be done from Mondays to Saturdays. The delivery mode of instructions shall be a combination of face-to-face, modular, or on-line learning depending on the learner’s learning profile.

**X. TEACHING ASSIGNMENT, BENEFITS AND RESTRICTIONS**

The teaching assignment and benefits of teachers who will handle classes during summer shall:

24. The school head/principal shall be responsible in identifying the expert teacher who will handle/teach one specific subject area during summer classes. Master teachers or regular teachers are preferred to handle classes during summer.

25. Teaching load or assignment shall only be assigned to teachers from the school that offers classes during summer. No part-time teachers from other schools, public or private are allowed to handle summer classes.
26. The concerned teacher shall be responsible in issuing the Certificate of Recomputed Final Grade approved by the school head/principal and shall submit it to the Division Office as attachment to both Form 137 and the School Form No. 5 (SF5).
27. Teachers who will handle classes during summer shall earn **service credits equivalent to the total number of hours of actual teaching divided by 8 hours but shall not exceed 15 days** which is the maximum number of days of service credits earned in a year **except in cases authorized by the Secretary upon the recommendation of the Regional Director**. Refer to the provisions of **D.O. No. 53, s. 2003 known as "Updated Guidelines on Grant of Vacation Service Credits to Teachers"**.
28. The request for service credit shall be addressed to the Schools Division Superintendents for its approval.
  - 27.1 The approval of the request for the grant of service credits shall be made with the following supporting documents:
    - a. Duly signed Daily Time Record; and
    - b. Accomplishment Report
29. No service credits shall be granted to teachers who handled summer classes in the event that honorarium/remuneration shall be given.

## **XI. MONITORING AND EVALUATION**

30. The School Head is primary responsible for ensuring that classes during summer shall be maximized to address the intention. Class observations are strongly encouraged to ensure that teaching and learning are maximized during summer classes.
31. The School Head shall submit to the Division Office a report on the conduct of classes, certificate of Recomputed Final Grade, Form 137 and School Form No. 5 (SF5) not later than ten (10) days from the last day of summer classes.
32. The Schools Division Superintendent (SDS) or representatives shall monitor and evaluate the conduct of summer classes. Monitoring and supervision reports shall be submitted to the Regional Director (RD) not later than twenty-five (25) days after the last day of summer classes.



33. The Bureau of Learning Delivery shall monitor and evaluate the effectiveness of this policy for continuous improvement of its implementation.

## **XII. EFFECTIVITY**

All existing policy guidelines that are inconsistent with the provisions of this Order shall be rescinded, amended and repealed. This policy on summer classes shall take effect immediately unless otherwise rescinded, amended or repealed.

## **XIII. REFERENCES**

DepEd Order No. 25, s. 2017 - School Calendar for School 2017 – 2018

DepEd Order No. 8, s. 2015 - Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program

DepEd Order No. 31, s. 2012 - Policy Guidelines on the Implementation of Grades 1 to 10 in the K to 12 Basic Education Curriculum (BEC) Effective SY 2012-2013

DepEd Order No. 13, s. 2005 - 2005 BEC Based Summer Classes

DepEd Order No. 53, s. 2003 - Updated Guidelines on Grant of Vacation Service Credits to Teachers

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

CLASSES

POLICY

PROGRAM

SCHOOLS

STRAND: Curriculum and Instruction

TEACHERS



Republic of the Philippines  
**Department of Education**

**LEARNER'S ENDORSEMENT FOR SUMMER CLASS**

Date: \_\_\_\_\_

This is to certify that \_\_\_\_\_ with LRN # \_\_\_\_\_  
(Name of learner)  
a bonafide learner of \_\_\_\_\_  
(Name of school)

is hereby allowed to take summer class for SY \_\_\_\_\_.

The learner is recommended to enroll in the following subject area for  remedial  
 advancement

| Grade Level | Subject/s | No. of Units |
|-------------|-----------|--------------|
|             |           |              |
|             |           |              |
|             |           |              |

\_\_\_\_\_  
Class Adviser

Approved:

\_\_\_\_\_  
School Head/Principal

**Note:** In case of remedial class, the least mastered competencies shall be attached.





Republic of the Philippines  
**Department of Education**

**PARENTAL CONSENT FORM FOR SUMMER CLASS**

Date: \_\_\_\_\_

I, \_\_\_\_\_ hereby state that I am the \_\_\_\_\_  
(Name of Parent / Guardian) (Relationship to the learner)

of \_\_\_\_\_ with LRN # \_\_\_\_\_ who is presently in \_\_\_\_\_  
(Name of the learner) (Grade level)

do hereby signify my consent for my child to be enroll in summer class for school year \_\_\_\_\_

at \_\_\_\_\_  
(Name of School and Address)

\_\_\_\_\_  
(Name and signature of Parent/ Guardian)

\_\_\_\_\_  
(Date)