



DIVISION OF MISAMIS ORIENTAL

MEMORANDUM

No. 247, series 2018

TO : Education Program Supervisors
 Public Schools District Supervisor
 Elementary & Secondary School Heads
 District ALS Coordinators and Mobile Teachers
 This Division

FROM : **RANDOLPH B. TORTOLA**
 Schools Division Superintendent

SUBJECT : **SUBMISSION AND APPROVAL OF CLASS PROGRAM**

DATE : May 21, 2018

- In preparation of the opening of classes for School Year 2018-2019, all School Heads are hereby directed to submit their Class Program for checking and approval on or before **May 31, 2018**.
- For Elementary Level, the following signatories shall be observed:

Prepared by	Conforme	Approval
School Head	Adviser	SDS

(Note: All Elementary Level class program shall be submitted until District Level only)

- Meanwhile, Secondary Class Program (Junior, Senior High School and Integrated Schools) shall observe the following signatories:

Prepared by	Conforme	Checking and Countersigning	Recommending Approval	Approval
School Head	Adviser	Assigned Education Program Supervisor	Chief, CID	ASDS

District Assignment for Checking and Countersigning of Secondary Class Program

District	No. of Secondary Schools	Education Program Supervisor
Magsaysay	5	Sally S. Aguilar, ES I <i>Education Program Supervisor</i>
Medina	3	Norberto E. Rosales <i>Education Program Supervisor</i>
Talisayan	3	Sally S. Aguilar, ES I <i>Education Program Supervisor</i>
Kinoguitan/Balingoan	4	Johnny E. Redondo <i>Education Program Supervisor</i>



Sugbongcogon/Binuangan	4	Johnny E. Redondo <i>Education Program Supervisor</i>
Salay	4	Norberto E. Rosales <i>Education Program Supervisor</i>
Lagonglong	2	Mary Grace Gallana <i>Education Program Supervisor</i>
Balingasag	7	Ma. Teresa M. Absin <i>Education Program Supervisor</i>
Jasaan	3	Mary Grace Gallana <i>Education Program Supervisor</i>
Villanueva	5	Rhodora L. Gallares <i>Education Program Supervisor</i>
Tagoloan	3	Ferminia M. Labis <i>Education Program Supervisor</i>
Claveria I	4	Nelson B. Absin <i>Education Program Supervisor</i>
Claveria II	4	Annalyn Salcedo, ES I <i>Education Program Supervisor</i>
MOGCHS	1	Rowena H. Para-on <i>ASDS</i>
Opol	4	Rhodora L. Gallares <i>Education Program Supervisor</i>
Alubijid	5	Celieto B. Magsayo , ES I <i>Education Program Supervisor</i>
Laguindingan	2	Celieto B. Magsayo , ES I <i>Education Program Supervisor</i>
Libertad/ Gitagum	3	Ferminia M. Labis <i>Education Program Supervisor</i>
Initao	3	Annalyn Salcedo, ES I <i>Education Program Supervisor</i>
Naawan	2	Merly B. Mabelin <i>Education Program Supervisor</i>
Manticao	3	Merly B. Mabelin <i>Education Program Supervisor</i>
Lugait	1	Merly B. Mabelin <i>Education Program Supervisor</i>

(Note: All Secondary Level class program shall be submitted in the Division Office Receiving Section. The receiving clerk shall route to the assigned Supervisor)

4. For the Alternative Learning System, the session program shall be submitted to Mr. Andrian Tecson, Education Program Specialist II -ALS.
5. After approval, the Class Program shall be posted outside each classroom following the dimensions set in the Region Memorandum on Classroom Structuring. It should also be posted in a big bulletin board visible to students, teachers and visitors. In like manner, ALS Session Program shall also be posted in their respective District Offices and Community Learning Centers.
6. Wide dissemination of this Memorandum is hereby enjoined.

RBT/rom/ikm

Encl: None

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

CLASS PROGRAM