



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



November 15, 2024

DIVISION MEMORANDUM

No. 405 s. 2024

CONDUCT OF THE MAKE-UP CLASSES FOR LOST SCHOOLDAYS

TO: Public Schools District Supervisors
Education Program Supervisors
Elementary and Secondary School Heads
All other concerned

1. Series of typhoons had hit the province of Kalinga since the opening of School Year 2024-2025 which caused the loss of schooldays due to the suspension of classes in both public and private schools from kindergarten to Grade 12 in compliance with DO #37 s. 2022. As of this date, seven (7) typhoons have caused the loss of 19 schooldays.

2. Relative to this, the Schools Division of Tabuk City announces the conduct of MAKE UP-CLASSES to compensate for the lost schooldays in accordance with existing policies. All elementary and secondary schools are directed to prepare and implement a plan for holding make-up classes according to their own context and need employing any or a combination of the following options:

a. Midyear break on November 25-28, 2024 (Intended for assessment and teachers' in-service trainings);

b. Saturday classes which will start on November 16, 2024;

c. Extension of class hours in the afternoon outside the NRP, NMP, and HRG hours;

d. Use of Learning Activity Sheets (Division-made, school-made or the VCIF-DLP)

These options or modalities are reflected in the survey tool found in the google link sent to the different districts.

3. It is reiterated that the emphasis of make-up classes is on the most essential learning competencies missed and the number of days does not necessarily equal to the number of lost schooldays.

4. All school heads are enjoined to prepare a Learning Plan for the Make-up classes. A sample Learning Plan is shown below:

LOST DAYS (Indicate the date and name of the typhoon)	MAKE-UP CLASS DAYS (Indicate the proposed day)	OPTION OR MODALITY TO BE USED (Check the modality to be used. One or more modalities)			
		MIDYEAR BREAK	SATURDAY CLASSES	EXTENSION OF CLASS TIME	USE OF LEARNING ACTIVITY SHEETS



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5. An Accomplishment Report must also be submitted after the conduct of the make-up classes following this template:

Date of Lost school day	Actual Date of Make-up classes	Modalities/ Option Used	Issues and Concerns on the conduct of the make-up class	Ways Forward

5. Immediate and widest dissemination of this memorandum is desired.

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Schools Division Superintendent