



Republic of the Philippines

Department of Education

REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY

Office of the Schools Division

Superintendent

DIVISION MEMORANDUM

No. 303 S. 2021

To: Asst. Schools Division Superintendent
Chief Education Supervisors, CID & SGOD
Public Schools District Supervisors
School Principals/Heads (Public Elementary & Secondary Schools)

From: **AGUEDO C. FERNANDEZ, CESO VI**
Asst. Schools Division Superintendent
OIC - Office of the Schools Division Superintendent *[Signature]*

Subject: SUBMISSION OF SCHOOL FORM 7 & CLASS PROGRAM FOR THE EXPANDED
IMPLEMENTATION OF LIMITED FACE-TO-FACE CLASSES

Date: November 10, 2021

1. Pursuant to Regional Memorandum No. 1285, s.2021, Expanded Implementation of Limited Face-to-Face Classes". In preparation for this, schools are requested to submit the Modified School Forms 7 (SF7) and Class Program as one of the requirement for the School Safety Assessment Tool (SSAT).
2. The school should design a class program/s that cater both learners for the limited face-to-face classes and distance learning modality while observing the maximum 6-hour classroom teaching hours of teachers.

GUIDELINES:

- a. Arrangement of the number of class sections in a way that each class section will be able to attend face-to-face classes:
 - Class A: Half-day face-to-face classes in one straight week and other half-day for distance learning
 - Class B: One straight week for pure distance learning
 - Classes shall alternately attend face-to-face classes every week for the whole duration of the pilot implementation
- b. Class program indicating specific schedule/breakdown of hours for the face-to-face classes including staggered start and close of the school day per grade level



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- c. Class program indicating specific schedule/breakdown of hours for distance learners including staggered start & close of the school day per grade level
 - d. Class program indicating schedule staggered break time hours
 - e. Implementation of the maximum hours of stay of the learners in schools (4-5 hours for Grade 1-6 learners and 3 hours for kindergarten)
3. Consolidated SF7 and Class Programs of elementary, junior high and senior high school can be submitted thru this link <https://tinyurl.com/SHCOOL-FORM-7-2021-2022> on or before November 26, 2021
4. Widest dissemination and compliance are desired.

AGUEDO C. FERNANDEZ, CESO VI
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