



013/23-015

Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

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30 January 2023

DIVISION MEMORANDUM  
No. 048 s. 2023

**REITERATION OF THE IMPLEMENTING GUIDELINES ON THE SCHOOL  
CALENDAR AND ACTIVITIES FOR THE SCHOOL YEAR 2022 - 2023**

To: OIC-Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors – Public Schools District Supervisors  
School Heads, Public Elementary and Secondary  
All Others Concerned

1. In compliance to DepEd Order No. 34 s. 2022 titled **Implementing Guidelines on the School Calendar and Activities for the School Year 2022 – 2023** and to clarify the concerns stipulated in DepEd Memorandum No. 5 s. 2023 **ON THE CONDUCT OF DIVISION MEET** during mid-year break, this office issues this Memorandum.
2. Particularly, this reiterates sections 35 and 36 of the said DepEd Order on the General Guidelines on curricular and co-curricular activities. As it is written in section 35, co-curricular activities shall be conducted after the quarter examinations to avoid disruption of classes whereas in section 36 it is clarified that the eleventh week of each quarter may be used for the conduct of co-curricular activities.
3. In this regard, January 30 to February 3, 2023 shall be allotted for the co-curricular activities of the students specially those who are not part of the National Achievement Test (NAT). Meanwhile, February 6 to 7, 2023, that is, the part of the mid-year break, shall be utilized for the performance review (PIR) and evaluation of PPAs while the remaining three (3) days of the mid-year break from February 8 – 10, 2023 shall be used for the school-based INSET. However, prior to its implementation, an approved School-based INSET Plan is a must-have of all schools.
4. Further, the Education Program Supervisors (EPS) – Public School District Supervisor (PSDS) shall ensure that schools have submitted and approved School-based INSET Plan.
5. For your guidance in accomplishing Program Implementation Review (PIR), please refer to Enclosure 1.



Brgy. PotoI, Tayabas City



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

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6. For more information or queries, you may contact the Senior Education Program Specialist – School Management Monitoring and Evaluation of the Division at (+63) 908-1345495.
7. Immediate dissemination of and strict compliance to this Memorandum is directed.

  
**NATIVIDAD P. BAYUBAY, CESO VI**  
Schools Division Superintendent 



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Enclosure 1

**SCHOOL QUARTERLY PROGRAM IMPLEMENTATION REVIEW TEMPLATE**

<b>FOUR PILLARS</b>	<b>SCHOOL PPAs</b>	<b>SCHOOL TARGETS</b>	<b>OUTCOMES (Initial only if not yet fully implemented)</b>	<b>ACTIONS TO BE TAKEN</b>
<b>ACCESS</b>				
<b>EQUITY</b>				
<b>EQUALITY</b>				
<b>RESILIENCE AND WELL- BEING</b>				

**Prepared by:**

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School Head

**Reviewed:**

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EPS – PSDS



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