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|  | Republic of the Philippines Department of Education Region III – Central Luzon SCHOOLS DIVISION OF PAMPANGA High School Blvd. Brgy. Lourdes, City of San Fernando |  | Document Code: SDOPAMP-QF-OSDS-002 Revision: 00 Effectivity date: 05-08-18 |
| | Division Memorandum No. 403, s.2018 | | Name of Office: OASDS |

To : OIC – Assistant Schools Division Superintendents
 Division Chiefs
 Education Program Supervisors
 Public Schools District Supervisors
 Public Elementary and Secondary Schools Heads
 All Others Concerned

From : Office of the Schools Division Superintendent

Subject : 2018 Year-End Guidelines

Date : December 3, 2018

1. The department released DepEd Order No. 49, s. 2018 articulating the last day of classes which is December 15, 2018.
2. In view thereof, the Christmas activities of the pupils/students must be scheduled on **December 15, 2018 ONLY**. It is understood that no lavish preparations will be imposed to the pupils/students compelling them to pay an unaffordable amount.
3. It is further understood that regular instructional tasks are COMPLETELY undertaken until December 14, 2018 in compliance with DepEd Order No. 9, s. 2005 “Maximizing Time-On-Task.”
4. Christmas related celebrations of teachers must be undertaken not beyond December 15, 2018. the same is directed on preventing disruption of classes. Long sessions are allowed to give way for possible district/school celebrations which may commence at 4:00 PM ensuring the security of school personnel. However, prior arrangements confirmed through contacts may be undertaken if there is no possibility of rescheduling the Christmas activities of teachers on December 15, 2018 period.
5. Public schools district supervisors are required to report in the Division Office to complete their year-end reports needed for the last quarter Division Monitoring and Evaluation Plan Adjustment (DMEPA).
6. School heads and district supervisors are directed to monitor full compliance of the previously mentioned instructions. Understandably, their physical presence is expected.
7. Strict compliance with this Memorandum is directed.



LEONARDO D. ZAPANTA, Ed. D., CESO VI
 Schools Division Superintendent

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