

298-01-306



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XIII (CARAGA)
Butuan City



January 8, 2018

REGIONAL MEMORANDUM
No. 016 s. 2018

DOCUMENTARY PROCESSING OF 2018 SUMMER CLASSES PERMIT

**To: Schools Division Superintendents
Chiefs CID and SGOD
Chiefs Functional Division
This Region**

1. This Office would like to remind all School Heads concerned in both public and private schools with intention to offer Summer Classes this April to May 2018 that the start of processing application of 2018 Summer Classes Permit is going on until **March 23, 2018**.
2. Refer to the attached documentary requirements to support the application to hold summer classes.
3. Submit letter of application to the Regional Director through the Schools Division Superintendent together with the supporting documents for evaluation on or before the date specified above.
4. Wide dissemination of this memorandum is highly enjoined.


for **BEATRIZ G. TORNO, Ph. D., CESO IV**
OIC-Regional Director 

Incl. : none
Reference : DepEd Order no. 23, s. 2016
DM-CI-2016-0060
DepEd Order No.13, s. 2005
Allotment : 2-(D. O. 50-97)
To be indicated under the following subjects:
BASIC EDUCATION PERMIT CLASSES POLICY

QAD7/dro
1/8/18



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CHECKLIST OF REQUIREMENTS TO OPERATE SUMMER CLASSES

Name of School : **CANDELARIA INSTITUTE OF TECHNOLOGY**
Complete Address of School : Cabadbaran City
Summer : Summer 2017

Status of Compliance	Description of Documents/Requirements	Remarks
/	Approved PTA Resolution requesting the conduct of summer classes and stating the amount of fees the PTA will contribute for each student (if honorarium shall be granted to teachers who will handle the classes). The PTA shall be in-charge of the collection of the fees for teachers' honoraria and shall be responsible in the disbursement and liquidation of the amount collected.	complied
/	Tentative list of subjects to be offered based on the report of failures and schedule of classes submitted by the School Head/Administrator.	complied
/	List of students who will take up summer classes.	complied
/	Written consent of the parents whose children will attend summer class.	complied
/	List of Teachers who have intention to teach summer class.	Complied
/	Date of application submitted in the region.	5-12--17

Evaluation :

/ Complied with all the requirements
 Not complied with all the requirements

Recommendation:

For issuance of permit to offer summer classes 2017

Evaluated by :

DIOSDADO R. ORILLANEDA, Ph. D.
EPS-QAD

Reviewed by:

GILBERT L. GAYRAMA, Ph. D
Chief, QAD.