



February 12, 2016


DIVISION MEMORANDUM

No. 105 s. 2016

**DOCUMENTARY REQUIREMENTS FOR APPLICATIONS OF PUBLIC AND
PRIVATE SCHOOLS OFFERING SUMMER CLASSES AND STUDENTS
TAKING SUMMER CLASSES THIS SUMMER 2016**

To: CHIEFS, CID & SGOD
DEPS, SEPS EPS
District Supervisors/District In-Charge
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. Attached is **Regional Memorandum No. 0094, s.2016**, announcing the **documentary Requirements for Applications of Public and Private Schools Offering Summer Classes and Students Taking Summer Classes this Summer 2016**.
2. All necessary documents relative to the offering of Summer Classes must be submitted to this office **on or before March 31, 2016**.
3. For details, see attached DepEd Memorandum.
4. For your guidance and strict compliance.


LELANIE T. CABRERA, CESE
Assistant Schools Division Superintendent
Officer In-Charge

55 FEB 2016



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



February 10, 2016

REGIONAL MEMORANDUM
No. 0094, Series of 2016

O: 2/11/16

FEB 10 2016

**DOCUMENTARY REQUIREMENTS FOR APPLICATIONS OF PUBLIC AND
PRIVATE SCHOOLS OFFERING SUMMER CLASSES AND STUDENTS
TAKING SUMMER CLASSES THIS SUMMER 2016**

To: Schools Division Superintendents/Officers-in-Charge
Assistant Schools Division Superintendents
School Governance and Operation Division Chiefs
Division Supervisors/Coordinators for Private Schools
Principals/Administrators of Public and Private Schools in Basic Education
All Others Concerned

1. Effective this Summer Term 2016, all public and private schools which intent to offer Summer Classes are required to submit the following documents for issuance of summer permit:

- a. Endorsement from the Schools Division Superintendent;
- b. Letter of Application/Request to Offer Summer Classes this Summer 2016;
- c. Approved Parents and Teachers Association (PTA) Resolution requesting the Conduct of Summer Classes and stating the Tuition Fees approved by the PTA for public schools;
- d. List of students who will take up Summer Classes;
- e. Written Consent of the Parents whose Children will attend Summer Classes;
- f. Summer Calendar;
- g. Summer Permit from the Regional Office for Students who will take three subjects this Summer 2016;
- h. Schedules of Subjects Offered in Summer Term;
- i. List of Teachers who will teach Subjects for Summer 2016;
- j. List of Subjects Offered;
- k. Summer Tuition Fees and other School Fees for private schools only; and
- l. Board Resolution to Offer Summer Classes for private schools only.

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

"EFA 2015: Kanapalan ng Lahat, Pananagutan ng Lahat"

2. For students who will take three subjects this Summer 2016 and students who will take summer classes to another school are required to apply for summer permit to the Regional Office. Students who will take of less than three subjects for summer classes are also required to secure summer permit from the Division Office and school concerned. The required documents to support applications for permit to take three subjects for summer classes are as follows:



- a. Endorsement from the Schools Division Superintendent;
- b. Report Card or Certification/ Endorsement from the School Head/Registrar indicating the subject(s) where the student failed and school year when the failed subject(s) was/ were enrolled;
- c. Accomplished QAAD Form No. 3;
- d. Letter-request of the student to take summer classes noted by the parents/ guardian by affixing his/her signature specifying the subject(s) to be taken including the summer term when the subjects will be taken; reasons for the overloading of subjects, name and address of his or her school, name and address of the school where he/she wishes/intends to enroll the subject(s); and
- e. Letter of Acceptance from the School where the student intends to enroll the subject(s).

3. Submission to the Division Office of these required documents to secure for permit for students to take summer classes must not be later than April 1, 2016.

4. All public and private schools' applications for issuance of summer permit with endorsement from the Schools Division and complete supporting documents must be reached at the Quality Assurance Division, Regional Office 7, Sudlon, Lahug, Cebu City on or before March 31, 2016.

5. For further information, one may call Dr. Milagros C. Gabia, Chief of the Quality Assurance Division, at telephone number (032)-231-1071.

6. Immediate and wide dissemination of this Memorandum is desired.


JULIET A. JERUTA
Director III
Officer-in-Charge
Office of the Regional Director


JAJ/MCG/jksb
QAD