

Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

November 15, 2024

DIVISION MEMORANDUM
NO. 475, s. 2024

MIDYEAR SCHOOL BREAK ACTIVITIES FOR SY 2024-2025

To: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD & CID
Education Program Supervisor, TLE
All Public Secondary School Heads
All Others Concerned

1. Regarding DepEd Order No. 009, s. 2024 titled Implementing Guidelines on the School Calendar and Activities For The School Year 2024-2025, this Office directs all public elementary and secondary schools to conduct the annual five-day **Midyear School Break for SY 2024-2025 on November 25-29.**
2. The five-day midyear school break shall encompass a blend of professional development and assessment of programs, projects, and activities (PPAs). A three (3)-day School-Based In-Service Training (INSET) shall be conducted on November 25-27 and the remaining two (2) days November 28-29 shall be dedicated to the Midyear Performance Review and Evaluation.
3. Moreover, compliance with the encoding of grades in the Curriculum Management and Supervision System shall follow the provisions stipulated in Regional Memorandum No. 483, s. 2021 (Guidelines on the Utilization of Curriculum Management and Supervision System Templates). The data shall be used to quantitatively analyze the learners' performance and the effectiveness of the programs, projects, and activities to improve learning outcomes.
4. The schedule of submission of the quarterly grades is one week after the quarterly examination. The field is reminded of the submission of accomplished templates to the Office of the Schools Division Superintendent through the Curriculum Implementation Division. The deadline for the submission shall be on or before **December 14.**
5. Attached are the templates for reference.
6. This Office shall adhere to the Equal Opportunity Principle (EOP) in the steps undertaken for this purpose. Hence, all decisions and actions shall be based on guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.



Address: Zone 3, Poblacion, El Salvador City
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Website: www.depedelsalvadorcity.net
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7. This Office directs the immediate and wide dissemination of this Memorandum.


RANDOLPH B. TORTOLA
Schools Division Superintendent

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Encls: As stated

Reference: DepEd Order No. 009, s. 2024

To be indicated in the Perpetual Index
under the following subject:

CURRICULUM
PERFORMANCE
TEACHERS
TRAINING PROGRAMS

Re: Midyear School Break Activities For SY 2024-2025

CID/naa



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Attachment No. 1 of Division Memorandum No. _____, s. 2024

Template 1-A- For the subject teacher (School Level)

This template is to be filled out by the teacher handling the subject. All the ratings of the learners in class will be categorized according to the range indicated in the template. The same template will be used in all learning areas. After accomplishing the template, the teacher will forward a copy to the school head for consolidation. (Reference: Regional Memorandum No. 483, s. 2021 re: Guidelines on the Utilization of Curriculum Management and Supervision System Templates)

Grade Level				
Name of Teacher				
Subject				
60-74 Did not meet the expectation	75-79 Fairly satisfactory	80-84 Satisfactory	85-89 Very Satisfactory	90-100 Outstanding



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Template 1-B – For the school head

Template 1-B provides the information grades provided by teachers handling the same subject. This shall be filled out by the school head to determine the number of teachers who need TA on classroom instruction based on the number of learners in class with a rating that falls in 60-79. After accomplishing the template, the school head will forward the consolidated report to the supervisor. *(Reference: Regional Memorandum No. 483, s. 2021 re: Guidelines on the Utilization of Curriculum Management and Supervision System Templates)*

Grade Level				
Name of Teacher	Teacher 1	Teacher 2	Teacher 3	Teacher 4
Subject:				
60-74 – Did not meet expectation				
75-79 -Fairly satisfactory				
80-84 - Satisfactory				
85-89 – Very Satisfactory				
90-100 - Outstanding				





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Attachment No. 2 of Division Memorandum No. _____, s. 2024

PERFORMANCE MONITORING AND COACHING FORM

DATE	CRITICAL INCIDENT DESCRIPTION	OUTPUT	IMPACT ON JOB/ACTION PLAN	SIGNATURE (RATER/RATEE)



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