



Republic of the Philippines
Department of Education
REGION III



**Office of the Schools Division
Superintendent**

October 28, 2020

DIVISION MEMORANDUM

No. 264 s. 2020

**REITERATION OF THE POLICY AND GUIDELINES ON TEACHERS' WORK LOAD AND
WORKING TIME (DIVISION MEMORANDUM NO. 93 , S.2015)**

To: OIC- Asst. Schools Division Superintendent
OIC-Chief CID
Chief -SGOD
Chief Education Supervisor - SGOD
CID Education Program Supervisors
Public Schools District Supervisors
School Heads of All Public Elementary and Secondary Schools

1. In view of the queries forwarded in the Division regarding teachers' actual teaching load and working time, this Office issues the reiteration of Policy and Guidelines on Teacher's Work Load and Working Time except for District and School Information and Communications technology (ICT) Coordinators who are being unloaded to four (4) hours daily to focus and concentrate on ICT functions in their schools. (Ref.: RA 1880, CSC 9155, Magna Carta for the Public School teachers, Civil Service Code and unnumbered DepEd Memorandum dated June 26, 2019.)
2. The General Class Program, Individual Class Program and the Teachers' Work Load must be aligned.
3. There will be two subjects per day in the individual Class program. (See attached samples)
4. There must be no multiple designations to be given to the teachers to give focus on actual teaching.
5. It is expected that these policy and guidelines be disseminated to all public school teachers.
6. Wide dissemination and compliance of this Memorandum is desired.

[Signature]

MA. IRELYN P. TAMAYO PhD, CESE
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



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Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City

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DIVISION MEMORANDUM
No. 93 s. 2015

**POLICY AND GUIDELINES ON TEACHER'S WORK LOAD AND
WORKING TIME**

TO: Assistant Schools Division Superintendent
Chiefs of CID and SGOD
Administrative Officer V
Public Schools District Supervisors, Education Program Supervisors
School Heads of Public Elementary, Integrated and Secondary Schools
Public School Elementary and Secondary Teachers

1. In view of the queries forwarded in the Division regarding teacher's actual teaching work load and working time, this Office issues the **Policy and Guidelines on Teacher's Work Load and Working Time**.
2. It is expected that this policy and guidelines be disseminated to all public school teachers.
3. Wide dissemination and compliance of this Memorandum is desired.

NICOLAS T. CAPULONG, Ph.D., CESO V
Schools Division Superintendent

References: RA 1880, CSC Resolution No. 080096,
DepED Memo No. 291, s.2008,
DepED Order No. 16, s. 2009, RA 9155,
Magna Carta for Public School Teachers,
Civil Service Code

POLICY AND GUIDELINES ON TEACHER'S WORK LOAD AND WORKING TIME

1. As a general rule, public school teachers are not exempt from the eight (8) hours of work provided for in RA 1880. Based from the CSC Resolution No. 080096 dated January 28, 2009 which states that'

"Wherefore, foregoing premises considered, the Commission hereby Resolves that public school teachers are not exempt from the eight (8) hours of work provided for in RA 1880 and what is limited to six (6) hours as provided for in RA 4650 is only the work hours devoted to actual classroom teaching."

The Commission FURTHER RESOLVES that the remaining two (2) hours work that completes the public school teachers' required 8-hour work day may be spent within or outside the school premises, provided that the Secretary of the Department of Education shall provide for pertinent guidelines therein."

2. All public school teachers, regardless of status (substitute or permanent) or position (Teacher I, Teacher II, Teacher III, Master Teacher I, Master Teacher II, SPED Teacher) must be assigned full actual teaching load which is equivalent to six (6) hours actual teaching load per day from Monday to Friday and on a Saturday when declared as a make-up classes day due to suspension of classes of a regular school day brought about by natural calamities.
3. One (1) hour of actual teaching load is equivalent to one (1) hour class period/subject. Six (6) hours of actual teaching load is equivalent to six (6) hours of class periods/subjects assuming that the time allotment for one class period/subject is one hour. If, however, one class period/subject is allotted only less than one hour, one class period/subject cannot be considered one (1) hour actual teaching load. To illustrate, a school implements a double shift due to classroom shortage and therefore needs to allot only 50 minutes per class period/subject, the six (6) hours actual teaching hours is equivalent to seven (7) 50-minute actual class periods/subjects per day.
4. Advisorships and/or special assignments for the entire school year combined shall be considered as one actual teaching load. To illustrate, the special assignments of a teacher as a grade level coordinator, testing coordinator, school paper adviser, class adviser and property custodian for one school year shall be considered all together as only one actual teaching load. To complete the actual full teaching load of a teacher, he/she must be assigned with 5 more one (1) hour actual class periods/subjects or 6 more 50-minute actual class periods/subjects as the case may be. Special assignments that are not for the entire school year, ex. Chairman of the Committee for the Opening Program of an activity, cannot be considered as advisorship/special assignment within the purview of this provision.
5. The six (6) hours actual teaching load of all teachers must be reflected in the School's General Class program and Individual Teacher's Load which must be submitted to and evaluated by the SGOD and duly approved by the Schools Division Superintendent not later than every 15th May of each year. School Heads are required to issue Designation/Assignment Order duly approved by the Schools Division to teachers as proof of the one (1) hour actual teaching load for advisorship and/or special assignment of teachers. Class Advisers, Club Advisers and designated coordinators must prepare a one-year action plan for every club/organization/special assignment to be approved by the Schools Division Superintendent.

6. In the exigencies of the service, a public school teacher may be required to render more than six (6) hours of actual teaching in a day; provided that additional compensation computed at the same hourly rate of the regular compensation, plus a premium of twenty-five (25) of the hourly rate shall be paid for actual classroom teaching in excess of six (6) hours. In the event of non-availability of funds, service credits shall be granted and one (1) hour overtime work for one (1) hour work shall be 1.25 hours for purposes of determining service credits.
7. Teachers who have rendered the six hours of actual classroom teaching load shall be deemed to have completed the six (6) actual teaching work. They shall incur no under time as far as the six hours of actual teaching is concerned.
8. To comply with the eight (8) hours work requirement of RA 1880, public school teachers shall render two (2) more hours for the following teaching-related activities and duties within or outside the school premises:
 - j. Preparation of lesson plans, action/work plans, instructional materials, evaluation/assessment tools/rubrics;
 - k. Preparation and checking of exercises; recording of academic performance results and classroom accomplishments;
 - l. Conduct of research;
 - m. Attendance to seminars, workshops and similar programs;
 - n. Counseling, mentoring, coaching of students including home visits;
 - o. Consultations and conferences with parents;
 - p. Performance of coordination activities and duly recognized community social services;
 - q. Participation in the maintenance and improvement of school facilities and equipment; and
 - r. Other activities identified by School/Division/Region/ and National officials through issuances.
9. Daily Time Records (DTR), Bundy Clocks or Electronic Attendance Monitoring Systems (EAMS) must reflect that a teacher rendered six (6) hours actual teaching and two (2) hours teaching-related activity/duty within the school premises. However, for teachers who opt or need to spend the two (2) hours related teaching/duty outside the school premises, there should be mechanism for such hours work shall be agreed upon by the principal with the teachers, parents and students, preferably through the School Governing Council or any established mechanism for school-community partnership.
10. Teaching-related activities and duties mentioned above must not be done within the six (6) hours actual teaching load. School Heads must ensure that teaching related activities like meetings, insets, preparation of lesson plans, checking of papers, etc. must not be done within the six (6) hours actual teaching load of teachers.
11. The time interval between actual classroom teaching shall be counted as part of the two (2) hours spent for teaching-related activities except lunch breaks and recess periods.
12. Teachers are allowed to work from Monday to Friday as part-time teachers/employees of private schools/colleges/universities/ companies only after 5 P.M. In cases where a Saturday is declared as a make-up class day for school days suspended due to natural calamities, teachers are required to report. Failure to report would mean absence. They must secure a Permit to Work from the Schools Division Superintendent. Likewise, a Permit to Study is necessary for teachers who would like to pursue their post-graduate studies after work hours or even during Saturdays.



Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

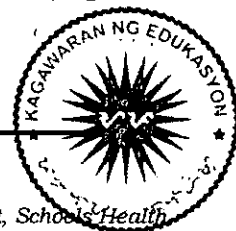
MEMORANDUM

26 June 2019

For: **Regional Directors
Schools Division Superintendents
Chiefs, ESSD and SGOD
Public Schools District Supervisors
Principals and Head Teachers
All Others Concerned**

Subject: **DESIGNATION OF DISTRICT AND SCHOOL
INFORMATION AND COMMUNICATIONS
TECHNOLOGY (ICT) COORDINATORS**

1. With the conclusion of the Rapid Assessment of DepEd Computerization Program (DCP) Implementation, it was observed that most of the participants were just delegated as ICT Coordinators with no official designation by their respective school heads.
2. Relative to the succeeding release of DepEd Orders, Memoranda, and Advisories on Information and Communication Technology (ICT), the accomplishment of the coordinators' tasks was borne by a regular teacher who acts as a school/district ICT coordinator in addition to his/her regular teaching load.
3. Hence, with the goal of the Department for an effective management and implementation of ICT-related programs and projects, **all school heads are directed to designate two (2) School ICT coordinators** to handle the following:
 - a. Preventive maintenance of the school's ICT Equipment and be in-charge of other ICT-related programs and projects; and
 - b. Data Management and various Information Systems (e.g., LIS/EBEIS, EHRIS, etc.).



Office of the Undersecretary for Administration

(Administrative Services, Information and Communications Technology, Disaster Risk Reduction and Management, Schools Health, Youth Formation, Baguio Teachers' Camp, Education Facilities/School Buildings)
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Room 519, Mabini Building; Mobile: +639260320762; Landline: +6326337203, +6326376207
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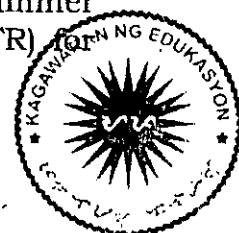
If the Administrative Assistant/Registrar is available, the School Head has the discretion to assign him/her to handle the Data Management. All other duties and functions of Administrative Assistant pursuant to previous issuances of whether shall remain enforced.

4. In order to ensure the proper implementation on the designation of the School ICT Coordinators, the following guidelines are issued:

- a For Teachers designated as School ICT Coordinators but continue to have regular teaching loads (of at least 2 but not beyond 4 hours) shall render services on part-time basis and shall remain in the teachers' leave basis. Any work done within the school premises in excess of 8 hours during the regular school days shall be given additional compensation or overtime pay;
- b When funds are not available for the grant of additional compensation or overtime pay, vacation service credits may be granted for services rendered beyond the required working hours during regular school days, which is exclusive of the 15 days limitation under DepEd Order No. 53, s. 2003.
- c The specific provision of DepEd Memorandum No. 291, s 2008 and the addendum under DepEd Order No. 16, s. 2009 shall be enforced in this regard, and;
- d Teachers designated on part-time basis as School ICT Coordinator and who are required to render services during the summer vacation to conduct preventive maintenance of E-Classroom/ Computer Laboratory and ICT Equipment Inventory after the closing and before the opening of classes for each semester shall likewise be granted vacation service credits of not more than 15 days, also of the exclusive 15 days' limitation.

5. The following procedures/ requirements must be observed:

- a The designation of a teacher to perform as the School ICT Coordinator whether on part-time or full-time basis shall be recommended by the School Head to the Schools Division Superintendent (SDS) for approval;
- b Only duly designated School ICT Coordinator may be paid additional compensation or overtime pay or may be granted vacation service credits under these guidelines;
- c The School Head shall submit to the SDS the request to grant of vacation service credits, clearly indicating the total number of days served by the designated School ICT Coordinator during the summer vacation together with the duly signed daily time record (DTR).



approval;

- d. The discretion to determine the allowable number of vacation service credits that may be allowed is vested with the SDS;
 - e. The accumulated vacation service credits of teachers shall be used to offset absences of teachers due to illness. Subject to availability of funds and approval of the SDS, monetization or payment of the money value of unused vacation service credits may be allowed, using the approved formula for the computation, conversion, and reversion under existing CSC rules and regulations.
 - f. Furthermore, designated District/School ICT Coordinators shall perform duties and responsibilities related to DepEd ICT programs and shall not be treated merely as District/School secretariat.
6. The qualifications, duties, responsibilities, and privileges of District/School ICT Coordinator is enclosed.
7. All Schools Division Offices, thru the Division Information Technology Officer in coordination with the Public Schools District Supervisors/District Coordinating Principals, are directed to **establish a District ICT Council to be headed by two (2) School ICT Coordinators duly elected among School ICT Coordinators within the district or may be designated by the Division ITO.** The members of the District ICT Council shall be the officially designated School ICT Coordinators.
8. For those divisions with no districts, a **Division ICT Core Team may be established to be headed by the Division ITO.**
9. Immediate and wide dissemination of this memorandum is desired.


ALAIN DEL B. PASCUA
Undersecretary



**DESIGNATION OF SCHOOL INFORMATION AND
COMMUNICATIONS TECHNOLOGY (ICT) COORDINATOR**

Name: _____

Position: _____

Designation:

- ☐ District ICT Coordinator
- ☐ School ICT Coordinator (ICT-related programs and projects)
- ☐ School ICT Coordinator (Data Management and Information Systems support)

District: _____

School: _____

Address: _____

In the exigency of service, you are hereby designated as the Information and
Communications Technology (ICT) Coordinator of _____
_____ effective immediately.

You are also being unloaded of your usual teaching load to four (4) hours daily
to focus and concentrate on ICT Functions and Duties in your school/district with
specific provisions of DepEd Memorandum No. 291 s. 2008 and addendum under
DepEd Order No. 53 s. 2003. (References: RA 1880, CSC 9155, Magna Carta for the
Public-School Teachers, Civil Service Code).

QUALIFICATIONS:

- ❖ Minimum 3 years Teaching experience
- ❖ Oriented in Basic Computer Software and Applications
- ❖ Oriented in basic Software and Hardware Installations
- ❖ Extensive experience in Educational Technology
- ❖ Strong interpersonal, communication, analytical and problem-solving skills.

DUTIES AND FUNCTIONS:

A. On ICT and School Infrastructure Management

- Ensure utilization and maintenance of E-classroom including ICT equipment such as laptop, projectors, and speakers among others.
- Report problems and concerns about ICT packages on school to the supplier and SDO ICT Unit.
- Coordinate with the School Property Custodian in the inventory of all school ICT equipment.
- Assist in the preparation of School Improvement Plan or Annual Implementation Plan.

B. On ICT Programs and Projects

- Spearhead the implementation of ICT Literacy via school LAC session.
- Maintain the effective use of the E-classroom and monitor the utilization of the other ICT equipment such as laptops, projectors, and speakers, among others.
- Maintain school LIS/BEIS account (username and password) and mentor LIS/EBEIS online encoding.
- Provide assistance and/or facilitate in the early accomplishment of different ICT-related DepEd Programs like LRMDs, e-class Record, DepEd Email Account, eHRIS, and the like.

C. On Partnership and Stakeholders Management

- Forge ICT-related MOU/ MOA with private organizations, SUCs, LGUs, and/or Public/ Private Schools.

D. On ICT Technical Assistance

- Provide technical assistance among peers, learners, and school heads with regard to the positive use of ICT in teaching and learning, and governance.
- Coordinate with District ICT and Division IT officer on the monitoring and evaluation of ICT programs and projects to ensure effective feedback and collaboration.

SPECIFIC FUNCTIONS

- a. Manage and maintain the ICT system and infrastructure of the School/District to support operations.
- b. Manage and implement ICT programs and projects in the School/ District to ensure data validity and effective utilization of the system.
- c. Formulate plans for the School/District to effectively allocate the necessary ICT resources of the division to support regional and national strategy, operations, programs, and projects.
- d. Participate and communicate with the Division and other ICT District and School ICT Coordinators with regard to the implementation/accomplishment of the Division/ Region/National ICT-related programs.

Recommended by:

School Head

PSDS

Recommending approval:

Division IT Officer

Assistant Schools Division Superintendent

APPROVED:

Schools Division Superintendent

CONFORME:

Signature over Printed Name
(Designated District/School ICT Coordinator)



DR. CLEMENTE N. DAYRIT SR. ELEMENTARY SCHOOL

M. L. Quezon Street Lourdes Sur East, Angeles City

School Year 2020- 2021



CLASS SCHEDULE GRADE 4-A. BONIFACIO

Adviser: MRS. MARIA CECILE Y. CATANGHAL

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY				
7:00-7:10	GETTING READY								
7:10-7:20									
7:20-7:30	GETTING READY								
7:30-7:40									
7:40-7:50	SCIENCE	MATHEMATICS	FILIPINO	ENGLISH	EsP				
7:50-8:00									
8:00-8:10									
8:10-8:20									
8:20-8:30									
8:30-8:40									
8:40-8:50									
8:50-9:00									
9:00-9:10									
9:10-9:20									
9:20-9:30									
9:30-9:40	HEALTH BREAK								
9:40-9:50									
9:50-10:00	SCIENCE	MATHEMATICS	FILIPINO	ENGLISH	EsP				
10:00-10:10					EPP				
10:10-10:20									
10:20-10:30									
10:30-10:40									
10:40-10:50									
10:50-11:00									
11:00-11:10									
11:10-11:20									
11:20-11:30									
11:30-11:40									
11:40-11:50									
11:50-12:00	LUNCH BREAK								
12:00-12:10									
12:10-12:20									
12:20-12:30									
12:30-12:40									
12:40-12:50									
12:50-1:00									
1:00-1:10	AP	AP	MAPEH	MAPEH	EPP				
1:10-1:20									
1:20-1:30									
1:30-1:40									
1:40-1:50									
1:50-2:00									
2:00-2:10									
2:10-2:20									
2:20-2:30									
2:30-2:40									
2:40-2:50	HOMEROOM GUIDANCE				PROJECT:READS (READING FOR ENRICHMENT AND DEVELOPMENT OF SKILLS)				
2:50-3:00					DISTRIBUTION & RETRIEVAL OF MODULES				
3:00-3:10									
3:10-3:20									
3:20-3:30									
3:30-3:35									
3:35-3:40									
3:40-3:45									
3:45-4:00									
4:00-4:05									
4:05-4:10									
4:10-4:15									
4:15-4:20									
4:20-4:25									
4:25-4:30									
4:30-4:35									
4:35-4:40									
4:40-4:50									
4:50-5:00									
Average No. of Minutes	410	350	350	350	350				
Total No. of Minutes	1810								

Prepared:

Fay L. Marquez

FAY L. MARQUEZ

Chairperson, Special Committee on General Class Program

Noted:

Nenita H. Jorquia

NENITA H. JORQUIA
Principal II



DR.CLEMENTE N. DAYRIT SR.ELEMENTARY SCHOOL
Lourdes Sur East, Angeles City
S. Y. 2020- 2021



SAMPLE TEACHER'S LOAD
MRS. MARIA CECILE Y. CATANGHAL
GRADE 4 A. BONIFACIO-ADVISER

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:30-7:40	SCIENCE Grade 4- A. BONIFACIO	SCIENCE Grade 4 A- LUNA	SCIENCE Grade 4 M. AQUINO	SCIENCE Grade 4 G. SILANG	Esp
7:40-7:50					
7:50-8:00					
8:00-8:10					
8:10-8:20					
8:20-8:30					
8:30-8:40					
8:40-8:50					
8:50-9:00					
9:00-9:10					
9:10-9:20					
9:20-9:30					
HEALTH BREAK					
9:30-9:40	SCIENCE Grade 4 A. BONIFACIO	SCIENCE Grade 4 A. LUNA	SCIENCE Grade 4 M. AQUINO	SCIENCE Grade 4 G. SILANG	Esp
9:40-9:50					
9:50-10:00					
10:00-10:10					
10:10-10:20					EPP
10:20-10:30					
10:30-10:40					
10:40-10:50					
10:50-11:00					

11:00-11:10						
11:10-11:20						
11:20-11:30						
11:30-11:40						
11:40-11:50						
11:50-12:00						
12:00-12:10	LUNCH BREAK					
12:10-12:20						
12:20-12:30						
12:30-12:40						
12:40-12:50						
12:50-1:00						
1:00-1:10	AP Grade 4- A. BONIFACIO	AP Grade 5- A. BONIFACIO	AP Grade 4- A. LUNA	AP Grade 5- A. LUNA	EPP	
1:10-1:20						
1:20-1:30						
1:30-1:40						
1:40-1:50						
1:50-2:00						
2:00-2:10						
2:10-2:20						
2:20-2:30	HOMEROOM GUIDANCE					
2:30-2:40						
2:40-2:50						
2:50-3:00						
3:00-3:10						
3:10-3:20						
3:20-3:30						
3:30-3:35	PROJECT:READS (READING FOR ENRICHMENT ANI DEVELOPMENT OI SKILLS					
3:35-3:40						
3:40-3:45						
3:45-4:00						
4:00-4:05						
DISTRIBUTION & RETRIEVAL OF MODULES						

4:05-4:10						
4:10-4:15						
4:15-4:20						
Average No. of Minutes	410	350	350	350	350	350
Total No. of Minutes	1810					

SAMPLE CLASS SCHEDULE

10-UHLENBECK					
ADVISER: MRS. CHESKA M. RIVERA					
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:00-8:00	FLAG CEREMONY				
8:00-9:00	ESP L. ALVARADO ONLINE/MODULAR	TLE M. ANTONIO ONLINE/MODULAR	Accomplishment of LAS/MODULES/ HOMERROM GUIDANCE MODULES CONSULTATION WITH TEACHERS	MAPEH J. MALIG ONLINE/MODULAR	MATH M.L. REYES ONLINE/MODULAR
9:00-10:00					
10:00 - 11:00					
11:00 - 12:00	HOMEROOM GUIDANCE C. RIVERA ONLINE / MODULAR				
12:00 - 1:00	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
1:00 - 2:00	FILIPINO C. RIVERA ONLINE/MODULAR	AP E. ESTACIO ONLINE/MODULAR	SCIENCE E. GOLOYA ONLINE/MODULAR	SUBMISSION AND RECEIVING OF LAS/MODULES	ENGLISH C. CUNANAN ONLINE/MODULAR
2:00 - 3:00					
3:00 - 4:00					
4:00 - 5:00					

SAMPLE GENERAL SCHEDULE

11-ADLER					
FLORENCE C. DE VEYRA					
TEACHER III					
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:00-8:00	MORNING ROUTINE/PREPARATIONS				
8:00-9:00	ORAL COM (Online Synchronous) Ms. De Veyra	EARTH SCIENCE (Online Synchronous) Mr. De Dios	EAPP (Online Synchronous) Ms. Sangalang	GENMATH (Online Synchronous) Mr. Jacinto	GENCHEM (Online Synchronous) Ms. Ai Calma
9:00-10:00	ORAL COM (Modular Asynchronous) Ms. De Veyra		EAPP (Modular Asynchronous) Ms. Sangalang		
10:00-11:00		EARTH SCIENCE (Modular Asynchronous) Mr. De Dios		GENMATH (Modular Asynchronous)	GENCHEM (Modular Asynchronous)
11:00-12:00				Mr. Jacinto	Ms. Ai Calma
12:00-1:00	LUNCH BREAK				
1:00-2:00	PRECALCULUS (Online Synchronous) Mr. Butsayo	FILIPINO (Online Synchronous) Ms. Salazar	HOMEROOM GUIDANCE (Online Synchronous) Ms. De Veyra	21 st CENT (Online Synchronous) Ms. De Leon	(Adviser's Time: Announcements) Ms. De Veyra
2:00-3:00	PRECALCULUS (Modular Asynchronous) Mr. Butsayo	FILIPINO (Modular Asynchronous) Ms. Salazar	HOMEROOM GUIDANCE	21 st CENT (Modular Synchronous)	
3:00-4:00			PEH (Online Synchronous) Ms. Fernandez	Ms. De Leon	
4:00-5:00			PEH (Modular Asynchronous) Ms. Fernandez		
AVERAGE	8	8	8	8	4
MINUTES/DAY	480	480	480	480	240
TOTAL MINUTES	2,160				



Republic of the Philippines
Department of Education
Region III
Schools Division of Angeles City
ANGELES CITY SCIENCE HIGH SCHOOL

SENIOR HIGH SCHOOL
SAMPLE TEACHER'S LOAD
SCHOOL YEAR 2020-2021
GRADE 11
PHILIP LLOYD F. ANGELES

TEACHER I

TIME	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-9:00		MIL (ARRHENIUS)	MIL (ARBER)	MIL (ALHAZEN)	NOTE: Preparation of SLM/LAS, Work Home Learning Plan (WHLP), Individual Monitoring Learning Plan (IMLP), Consultation with Parents/Households, Monitoring/Tracking of Learner's Progress, Checking of Learning Activity Sheets and others.
9:00-10:00		MIL (ARRHENIUS)	MIL (ARBER)	MIL (ALHAZEN)	
10:00-11:00		MIL (ARRHENIUS)	MIL (ARBER)	MIL (ALHAZEN)	
11:00-12:00		MIL (ARRHENIUS)	MIL (ARBER)	MIL (ALHAZEN)	
12:00-1:00	LUNCH BREAK				
1:00-2:00	MIL (ALCALA)		MIL(AMPERE)	MIL (AVOGADRO)	
2:00-3:00	MIL (ALCALA)		MIL(AMPERE)	MIL (AVOGADRO)	
3:00-4:00	MIL (ALCALA)		MIL(AMPERE)	MIL (AVOGADRO)	
4:00-5:00	MIL (ALCALA)		MIL(AMPERE)	MIL (AVOGADRO)	
AVERAGE	4	4	8	8	
MINUTES/DAY	240	240	480	480	
TOTAL TEACHING MINUT	24 X 60 = 1,440				
ANCILLARY:	ICT COORDINATOR	CO ADVISER (12-	300		
TOTAL MINUTES	1,740				

PREPARED

ALVIN F. BUTSAYO
CHAIRMAN, GENERAL CLASS PROGRAM

Conforme:

Philip Lloyd F. Angeles
Teacher I

NOTED

CAZARINA L. DAVID
Principal I



Republic of the Philippines
Department of Education
Region III
Schools Division Office of Angeles City

CLASS PROGRAM
Blended Modality (Online/Modular)
11-ADLER
ADVISER: FLORENCE C. DE VEYRA

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	MORNING ROUTINE/PREPARATIONS				
7:00-8:00					
8:00-9:00	ORAL COM (Online Synchronous) Ms. De Veyra	EARTH SCIENCE (Online Synchronous) Mr. De Dios	EAPP (Online Synchronous) Ms. Sangalang	GENMATH (Online Synchronous) Mr. Jacinto	GENCHEM (Online Synchronous) Ms. Ai Calma
9:00-10:00	ORAL COM (Modular Asynchronous) Ms. De Veyra	EARTH SCIENCE (Modular Asynchronous) Mr. De Dios	EAPP (Modular Asynchronous) Ms. Sangalang	GENMATH (Modular Asynchronous) Mr. Jacinto	GENCHEM (Modular Asynchronous) Ms. Ai Calma
10:00-11:00					
11:00-12:00					
12:00-1:00	LUNCH BREAK				
1:00-2:00	PRECALCULUS (Online Synchronous) Mr. Butsayo	FILIPINO (Online Synchronous) Ms. Salazar	HOMEROOM GUIDANCE (Online Synchronous) Ms. De Veyra	21 st CENT (Online Synchronous) Ms. De Leon	(Adviser's Time: Announcements) Ms. De Veyra
2:00-3:00		FILIPINO (Modular Asynchronous) Ms. Salazar	HOMEROOM GUIDANCE PEH (Online Synchronous) Ms. Fernandez	21 st CENT (Modular Synchronous) Ms. De Leon	
3:00-4:00	PRECALCULUS (Modular Asynchronous) Mr. Butsayo		PEH (Modular Asynchronous) Ms. Fernandez		
4:00-5:00					
Average Hours	4	8	8	8	4





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Total Number of Minutes in a Day	240	480	480	480	240
Total Number of Minutes in a Week	1920				



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Department of Education
Region III
Schools Division Office of Angeles City

SAMPLE CLASS PROGRAM
Blended Modality (Online/Modular)
12-AMPERE

ADVISER: ARNIE L. GUEVARRA

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	MORNING ROUTINE/PREPARATIONS				
7:00-8:00					
8:00-9:00	PHYSICS (Online Synchronous) Mr. Guevarra	PRACRES (Online Synchronous) Mr. C. David	BIOLOGY (Online Synchronous) Ms. Mina	PEH (Online Synchronous) Ms. Fernandez	FILIPINO (Online Synchronous) Ms. Salazar
9:00-10:00				PEH (Modular Asynchronous) Ms. Fernandez	FILIPINO (Modular Asynchronous) Ms. Salazar
10:00-11:00	PHYSICS (Modular Asynchronous) Mr. Guevarra	PRACRES (Modular Asynchronous) Mr. C. David	BIOLOGY (Modular Asynchronous) Ms. Mina	HOMEROOM GUIDANCE (Online Synchronous) Mr. Guevarra	
11:00-12:00				HOMEROOM GUIDANCE	
12:00-1:00	LUNCH BREAK				
1:00-2:00	PERDEV (Online Synchronous) Ms. Balboa	RESEARCH TIME	MIL (Online Synchronous) Mr. Angeles	PHILOSOPHY (Online Synchronous) Mr. Serrano	(Adviser's Time: Announcements) Mr. Guevarra
2:00-3:00	PERDEV (Modular Asynchronous) Ms. Balboa		MIL (Modular Asynchronous) Mr. Angeles	PHILOSOPHY (Modular Asynchronous) Mr. Serrano	
3:00-4:00					
4:00-5:00					
Average Hours	8	4	8	8	4
Total Minutes	480	240	480	480	240
Total Minutes in a Week	1920				



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SAMPLE TEACHER'S SCHEDULE

EDUKASYON SA PAGPAPAKATAO DEPARTMENT					
MRS. LEONILA D. GONZALES (SECTIONS: SSC, A, B, C, D, G, R, S, Y)					
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 - 9:00				PHYSICAL REPORTING IN SCHOOL	10-DESCARTES ONLINE/MODULAR PB1 205
9:00 - 10:00	10-RUTHERFORD ONLINE/MODULAR PB1 301	10-ARCHIMEDES ONLINE/MODULAR PB1 101	10-SOLVAY ONLINE/MODULAR PB1 402	10-YOUNG ONLINE/MODULAR PB1 106	CHECKING AND RECORDING OF LUNCH
10:00 - 11:00	CHECKING AND RECORDING OF LUNCH	CHECKING AND RECORDING OF LUNCH	CHECKING AND RECORDING OF LUNCH		
11:00 - 12:00	CHECKING AND RECORDING OF OUTPUTS	CHECKING AND RECORDING OF OUTPUTS	CHECKING AND RECORDING OF OUTPUTS	1. COLLATE AND BUNDLE LAS PER SUBJECT 2. RETRIEVAL AND DISTRIBUTION OF LAS 3. CHECKING AND RECORDING OF OUTPUTS 4. CONSULTATION WITH PARENTS 5. MEETING 6. LAC SESSION	CHECKING AND RECORDING OF OUTPUTS
12:00 - 1:00					
1:00 - 2:00					
2:00 - 3:00	10-SSC ONLINE/MODULAR BEFF II - 402	10-BERNOULLI ONLINE/MODULAR PB1 103	10-CELSIUS ONLINE/MODULAR PB1 203		10-GALILEI ONLINE/MODULAR PB1 204
3:00 - 4:00					
4:00 - 5:00					



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SCHOOLS DIVISION OF ANGELES CITY
NORTHVILLE 15 INTEGRATED SCHOOL
NORTHVILLE 15 CUTUD, ANGELES CITY

Junior High School Class Program for Modular Distance Learning - Print

TEACHERS' SCHEDULE

Academic Year 2020-2021

FILIPINO DEPARTMENT

TIME/DAY	JERINIZA R. ADLAWAN				
	MON	TUE	WED	THUR	FRI
AM					
7:00 - 8:00					
8:00 - 9:00	7-Amity	Paper work	Paper Work	7-Excellence	7-Fortitude
9:00 - 10:00					
10:00 - 11:00		Homework Guidance			
11:00 - 12:00					
PM					
12:00 - 1:00	LUNCH BREAK				
1:00 - 2:00	Adviser's Time / Consultation Hours	7-Courtesy	7-Kindness	7-Justice	Paper Work
2:00 - 3:00					
3:00 - 4:00					
4:00 - 5:00					
LOADS					

TIME/DAY	ERNALIZ M. GAVINA				
	MON	TUE	WED	THUR	FRI
AM					
7:00 - 8:00					
8:00 - 9:00	7-Honesty	Adviser's Time / Consultation Hours	Paper work	Paper Work	7-Dignity
9:00 - 10:00					
10:00 - 11:00			Homework Guidance		
11:00 - 12:00					
PM					
12:00 - 1:00	LUNCH BREAK				
1:00 - 2:00	7-Generosity	8-Kelvin	7-Integrity	8-Joule	Paper Work
2:00 - 3:00					
3:00 - 4:00					
4:00 - 5:00					
LOADS					

TIME/DAY	NIDA DT. PANGAN				
	MON	TUE	WED	THUR	FRI
AM					
7:00 - 8:00					
8:00 - 9:00	Adviser's Time / Consultation Hours	8-Bernoulli	8-Fermat	8-Descartes	8-Archimedes
9:00 - 10:00					
10:00 - 11:00					
11:00 - 12:00					
PM					
12:00 - 1:00	LUNCH BREAK				
1:00 - 2:00	8-Hooke	Homework Guidance	Paper Work	8-Lavoisier	Paper Work
2:00 - 3:00					
3:00 - 4:00		Paper work			
4:00 - 5:00					
LOADS					

TIME/DAY	CHARMAINE T. PALO				
	MON	TUE	WED	THUR	FRI
AM					
7:00 - 8:00					
8:00 - 9:00	10-Garner	Adviser's Time / Consultation Hours	8-Celsius	Paper work	8-Euclid
9:00 - 10:00					
10:00 - 11:00				Homework Guidance	
11:00 - 12:00					
PM					
12:00 - 1:00	LUNCH BREAK				
1:00 - 2:00	Paper Work	8-Galileo	10-Hambergway	10-Irving	Paper Work
2:00 - 3:00					
3:00 - 4:00					
4:00 - 5:00					
LOADS					



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 NORTHVILLE 15 CUTUD, ANGELES CITY

Junior High School Class Program for Modular Distance Learning - Print

TEACHERS' SCHEDULE

Academic Year 2020-2021

FILIPINO DEPARTMENT

TIME/DAY	MON	TUE	WED	THUR	FRI
AM					
7:00 - 8:00					
8:00 - 9:00					
9:00 - 10:00					
10:00 - 11:00					
11:00 - 12:00					
PM					
12:00 - 1:00					
1:00 - 2:00					
2:00 - 3:00					
3:00 - 4:00					
4:00 - 5:00					
LOADS					

TIME/DAY	MON	TUE	WED	THUR	FRI
AM					
7:00 - 8:00					
8:00 - 9:00					
9:00 - 10:00					
10:00 - 11:00					
11:00 - 12:00					
PM					
12:00 - 1:00					
1:00 - 2:00					
2:00 - 3:00					
3:00 - 4:00					
4:00 - 5:00					
LOADS					

NIDA DT. PANGAN					
TIME/DAY	MON	TUE	WED	THUR	FRI
AM					
7:00 - 8:00					
8:00 - 9:00					
9:00 - 10:00	Adviser's Time / Consultation Hours	8-Bernoulli	8-Fermat	8-Descartes	8-Archimedes
10:00 - 11:00					
11:00 - 12:00					
PM					
12:00 - 1:00	LUNCH BREAK				
1:00 - 2:00	8-Hooke	Homeroom Guidance	Paper Work	8-Lavoisier	Paper Work
2:00 - 3:00					
3:00 - 4:00					
4:00 - 5:00					
LOADS					

CHARMAINE T. PALO					
TIME/DAY	MON	TUE	WED	THUR	FRI
AM					
7:00 - 8:00					
8:00 - 9:00	10-Garner	Adviser's Time / Consultation Hours	8-Celsus	Paper work	8-Euclid
9:00 - 10:00					
10:00 - 11:00					
11:00 - 12:00					
PM					
12:00 - 1:00	LUNCH BREAK				
1:00 - 2:00	Paper Work	8-Galilei	10-Hemingway	10-Irving	Paper Work
2:00 - 3:00					
3:00 - 4:00					
4:00 - 5:00					
LOADS					



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SAMPLE WEEKLY HOME LEARNING PLAN IN Esp
 Grade 6
 Week 4 Quarter 1
 October 26-30, 2020

WEDNESDAY – OCTOBER 28, 2020			
Day & Time	Learning Area	Learning Competency	Learning Tasks Mode of Delivery
7:00-7:30			
7:30-8:00			
8:00-12:00	SCIENCE		
12:00-1:00			
1:00-3:30	ESP	Nakagagamit ng impormasyon (wasto / tamang impormasyon). Koda: Esp6PKP-Ia-i-37	Gamit ang Gawaing Pagkatuto(LAS), gawin ang mga sumusunod sa sagutang papel: • GAWAIN 1 – sagutin lamang ang Ika-apat (#4) na tanong • GAWAIN 2- sagutin ang limang (5) aytem • GAWAIN 3-pagkatapos basahin at unawain ang sanaysay, sagutin lamang ang Ikalawa (#2) at ikatlong (#3) tanong • GAWAIN 4- gamit ang rubrik bilang gabay, gawin ang poster sa bond paper • Hindi na kailangang gawin ang Pangwakas/Repleksyon
			Ipasa ang output sa pamamagitan ng Google Classroom account na ibinigay ng guro o sa ibang platform na ginagamit ng paaralan. Dalhin ng magulang ang output sa paaralan at ibigay sa guro sa itinakdang araw ng pagsusumite.

Note: Gawain 1 and Gawain 2 are formative assessments (evaluated but not graded). Gawain 3 is a summative assessment as written output and Gawain 4 is another summative assessment as performance task (graded). This note must not be included in the WHLP to be given to learners, it is for discussion/presentation purpose only.



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SCHOOL

ADDRESS

SAMPLE WEEKLY HOME LEARNING PLAN

GRADE LEVEL - SECTION

QUARTER AND WEEK

DATE

Day & Time	Learning Area	Learning Competency	Learning Tasks	Mode of Delivery
5:30 -6:30			Wake up, make up your bed, eat breakfast and get ready for an awesome day!	
6:30 -7:00			Have a short exercise/meditation/bonding with family.	
MONDAY				
8:00-12:00	MATHEMATICS 10	Determines geometric means, nth term of geometric sequence and sum of the terms of a given finite or infinite geometric sequence. (M10AL-Ie-1)	LESSON/ACTIVITY PROPER <ul style="list-style-type: none"> Discussion on determining geometric mean, nth term of a geometric sequence and the sum of the terms of a given finite or infinite geometric sequence through Google Meet/text/call/chat. Study your LAS Week 4 on page 1-2 and Learning Module on pages 28-44 Supplementary lesson: Link on Video Lesson about given topic on YouTube will be sent through group chat or google classroom. 	Online or Modular or Blended



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			<ul style="list-style-type: none"> Answer the following: <ul style="list-style-type: none"> ✓ Activity 1 (items 1,3,5) ✓ Activity 2 (items 2, 4, 5) ✓ Activity 3 (items (1, 3, 5) ✓ Enhancement (item 2) 	
12:00-1:00			LUNCH BREAK	
1:00-5:00	TLE 10	PREPARE EGG DISHES LO3. PRESENT EGG DISHES LO4. STORING EGG DISHES	<ul style="list-style-type: none"> Do the Performance Task Activity 4: Pinoy Task <p>Directions: Prepare and cook any kind of egg dish. You may add ingredients available in your community. Make sure to follow precautionary measures, wear PPE and be careful in using sharp tools. Lastly, make a simple documentation of your output and take a picture to be attached on short bond paper.</p> <ul style="list-style-type: none"> Activity 5: Essay <ol style="list-style-type: none"> Why did you choose that recipe in your activity 4? If you are going to market the recipe you made from the activity 4, how will you do it? How are you going to apply your knowledge and skills in cooking to entrepreneurial activities? Recap of the lesson through google meet. Check if all required tasks are done. Emphasize the importance of the week's lesson. 	Online or Modular or Blended
8:00 –12:00	FILIPINO 10	Nabibigyang reaksiyon ang mga kaisipan o iedya sa tinalakay na akda, ang	Gawain 1: Pagbasa sa akdang “Ang Kuwintas” sa pahina 2	Online or Modular or Blended



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		pagiging makatotohanan / di-makatotohanang mga pangyayari sa maikling kuwento. (F10PB-Ic-d-64) Natatalakay ang mga bahagi ng pinanood na nagpapakita ng mga isyung pandaigdig. (F10PD-Ic-d-63)	Gawain 2: Ipalawanag Mo, Pakikilingan Ko sa pahina 8. Gawain 3: Idol Mo, Idol Kos a pahina 9. Gawain 4: Pagsusuri sa akda sa pahina 10. Gawain 5: Paggawa ng refleksiyon gamit ang Spoken Word Poetry sa pahina 10. Gawain 6: Banghay ng Maikling Kuwento sa pahina 13. Gawain 7: Tik Tok Talk sa pahina 14.	
12:00-1:00	LUNCH BREAK			
1:00-2:00	HOMEROOM GUIDANCE	Learning Objectives: 1. examine the importance of your role as part of the family and community; demonstrate personal discipline in managing family and community concerns effectively; and 2. determine ways on how you manage personal changes toward self appreciation.	Learning Task 1: (Let's Try This) A. Copy the template on a clean sheet of paper and write your responses under each column. B. Answer the processing questions. Learning Task 2: (Let's Explore This) On a clean sheet of paper, copy the template shown. Describe the changes that you experienced when you were in Grade 7 and the changes at present. Write also your answers to the processing questions after. Learning Task 3: (Keep in Mind) Read and study. Learning Task 4: (You Can Do It) Read each situation under Column A and then answer the question under column B. Write your answers on a clean sheet of paper Learning Task 5: (What I Have learned) Write your commitment on a clean sheet of paper. Learning Task 6: (Your Thoughts and Feelings)	Online or Modular or Blended



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<p>2:00-5:00</p>	<p>ESP 10</p>	<p>Aralin 4: Likas na Batas Moral: Gabay sa Tamang Pagpapasiya at Pagkilos sa Paghubog ng Konsensiya</p> <p>2.3. Napatutunayan na ang konsensiyang nahubog batay sa Likas na Batas ay nagsisilbing gabay sa tamang pagpapasiya at pagkilos.</p> <p>2.4. Nakagagawa ng angkop na kilos upang itama ang mga maling pasyang ginamit.</p> <p>Koda: EsP10MP-Ic-2.3, EsP10MP-Ic-2.4</p>	<p>How do you feel after realizing that as a Grade 10 learner you now have an important role to play in your family and in your community? Write a 3- to 5paragraph essay to answer the question on a sheet of paper.</p> <p>Gamit ang Gawaing Pagkatuto(LAS), gawin ang mga sumusunod sa sagutang papel:</p> <ul style="list-style-type: none"> • GAWAIN 1 – sagutin ang gabay na tanong #1-3. • GAWAIN 2- Basahin at unawain ang 2 sitwasyon at sagutin ang dalawang gabay na tanong. (#1-2) • GAWAIN 3-Sagutin ang apat (4) na aytem <p>GAWAIN 4- Sundin ang pormat at sagutin ang bawat kolum.</p>	<p>Online or Modular or Blended</p> <p>Ipasa ang output sa pamamagitan ng Google Classroom account na ibinigay ng guro o sa ibang platform na ginagamit ng paaralan. Dalhin ng magulang ang output sa paaralan at ibigay sa guro sa itinakdang araw ng pagsusumite</p>
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WEDNESDAY				
8:00 –12:00	SCIENCE 10	Describe the different types of plate boundaries S10ES-1a-j-36.2	Read Background Information and take note of the important terms <ul style="list-style-type: none"> • Do Activity 1 Plates on the Move -Read the directions carefully -Fill in the table • Accomplish Activity 2 Spot the Difference -Study carefully Figure 2. Tectonic Overview of the Philippines -Fill in the table • Do Activity 3 Find Me a Match! -You may refer on the link provided for a clear figure/illustration • Answer Activity 4 Brain Pop • Open Forum (Question and answer) 	Online or Modular or Blended Personal submission by the parent/guardian to the teacher in school or send activity output via email, messenger (private), or Google Classroom.
12:00-1:00	LUNCH BREAK			
1:00-5:00	ENGLISH 10	Compare and contrast the contents of the materials viewed with outside sources of information in terms of accessibility and effectiveness. (EN10VC-IVa-15)	Differentiate comparison from contrast. Define effectiveness and accessibility and provide concrete examples for each. Identify all possible sources of information in today's generation. Compare and contrast each source. Identify its effectiveness and accessibility.	Online or Modular or Blended



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			<p>Answer Exercises A, B, & C. 1 on your LASs, pages 1-2.</p> <p>Answer Exercises C. 1.a, C.2 & Reflection on your LASs, pages 3-5.</p> <p>Vocabulary Enrichment (Project WOW: Words of the Week)</p> <p>Strengthening of students' Reading Comprehension Skills (Project READS: Reading for Enhancement and Development of Skills)</p> <p>Completion of the week's requirements</p>	
THURSDAY				
8:00 –12:00	Collate and Bundle LAS per subject, Retrieval and Distribution of LAS, Modules Homeroom Guidance , Checking and recording of students' output, Consultation with parents, Meeting, LAC Session, Preparation of Power Point Presentation			
12:00-1:00	LUNCH BREAK			
1:00-5:00	Submission and Receiving of LAS/Modules/Homeroom Guidance Modules Checking and recording of students' output, Consultation with parents, Meeting, Preparation of Power Point Presentation			
FRIDAY				
8:00 –12:00	ARALING PANLIPUNAN 10	Paghahanda sa Panganib na Dulot ng mga Suliraning Pangkapaligiran Natutukoy ang mga paghahandang nararapat gawin sa harap ng	<ul style="list-style-type: none">• Pagtalakay ukol sa paksa at mga gawaing kailangang tapusin sa buong linggo sa pamamagitan ng Online/Text/Call/Chat.• Pagsasagawa ng Gawain 1: MATCH THE PICTURE (Las Pahina 2)• Gawain 2: PHOTO SURII! (Las Pahina 3)	Online or Modular or Blended



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		panganib na dulot ng mga suliraning pangkapaligiran.	<ul style="list-style-type: none"> Gawain 3: Saloobin Mo, Ipahayag Mo! (Las Pahina 4) Gawain 4: AKO AY KABAHAAG!! (Las Pahina 4) Gawain 5: SA GITNA NG KALAMIDAD (LAS Pahina 4) Repleksiyon <p>Ano ang iyong mga naging saloobin sa mga konseptong napag-aralan?</p> <ul style="list-style-type: none"> Pagtalakay sa mga ginawang gawain sa buong linggo gamit ang Online/Text/Call/Chat. 	
12:00-1:00	LUNCH BREAK			
1:00-5:00	MAPEH 10	Engages in moderate and vigorous physical activities for at least 60 minutes a day in and out of school (PE10PF-1b-h-45)	<p>ACTIVE LIFESTYLE</p> <ul style="list-style-type: none"> Activity 1: EXERCISE AND EATING HABITS <p>Activity 2: ACTIVE LIFESTYLE</p> <ul style="list-style-type: none"> Activity 3: CHALLENGED ACCEPTED NO. 1 Activity 4: THINKING OUT LOUD! Activity 5: LTE'S TRY AND SEE NO ONLINE CLASSES-SPECIAL NON-WORKING HOLIDAY 	<p>Online or Modular or Blended</p> <p>Send outputs to Google classroom account provided by the teacher or any other platform recommended by the school.</p> <p>Have the parent hand-in the output to the teacher in school.</p>



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