



February 16, 2016

**DIVISION MEMORANDUM**

No. 088, s. 2016

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

**TO :** Assistant Superintendents  
Chief Education Program Supervisors  
Education Program Supervisors/Coordinators  
Private School Administrators, Principals and Registrars

1. Attached is Regional Memorandum No. 94 s. 2016, entitled, **DOCUMENTARY REQUIREMENTS FOR APPLICATIONS OF PUBLIC AND PRIVATE SCHOOLS OFFERING SUMMER CLASSES AND STUDENTS TAKING SUMMER CLASSES THIS SUMMER 2016**, for your reference and guidance.
2. All concerned schools and individuals are advised to follow strictly the required documents and submit the same to the Division Office not later than April 1, 2016.
3. All public and private schools' applications for issuance of summer permit with endorsement from the Schools Division and complete supporting documents must be received at the Quality Assurance Division, Regional Office 7, Sudlon, Lahug, Cebu City on or before March 31, 2016. It is understood that all applications requiring review and endorsement from this Division shall be submitted to Mr. Isaiash T. Wagas, Promotional Section, on or before March 28, 2016.
4. For the information, guidance and strict compliance of all concerned.
5. Immediate and wide dissemination of this Memorandum is desired.

  
**RHEA MAR A. ANGTUD, Ed.D., CESO VI**  
Schools Division Superintendent

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Asst. Schools Division Superintendent: (032) 414-7457  
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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

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: Karapatan 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