



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas

## **DIVISION OF CEBU PROVINCE**

Sudlon, Lahug, Cebu City



### **DIVISION MEMORANDUM**

No. 602, s. 2017

#### **APPROVED SCHOOL/DISTRICT CALENDAR OF ACTIVITIES IN LIEU OF ACTIVITY PERMIT**

To: Assistant Superintendents  
Chiefs, Functional Divisions  
Education Program Supervisors/OIC  
District Supervisors/OIC  
All Concerned

1. The field is hereby informed that requests for permit to conduct school/district activities such as scouting, sports meets, science fair, MTAP, and the like shall no longer be processed by this Office.
2. The School/District Calendar of Activities, submitted by the school head/district supervisor at the beginning of the school year, once approved by this Office or personnel authorized by the undersigned, shall serve as permit to conduct the activities listed therein.
3. The approval includes, the granting of service credits to teachers and Compensatory Time Off (CTO) to personnel under vacation/sick leave basis, if the activity falls on Saturdays and Sundays or during holidays.
4. In requesting service credits or CTO the following documents shall be required:
  - a. Copy of the approved School/District Calendar of Activities
  - b. Copy of this Memorandum
  - c. Accomplishment Reports
  - d. Copy of the Program
  - e. Pictures if available
  - f. Form-48
5. If the activity was not undertaken on the date specified as per approved Calendar of Activities, the school head/district supervisor shall inform this Office through a letter indicating the reasons and the date when it will be conducted.

6. The "No Collection Policy" of DepEd shall be strictly observed.
7. To prevent any untoward incidents to occur during the holding of the activity, the school/district head, PTA and the concerned parents shall agree on safety mechanism that will ensure the safety and orderly conduct of the activity.
8. In case the activity affects the number of required school days in a given school year, Saturday classes shall be conducted.
9. The school may charged the expenses incurred in the conduct/participation of activities to its MOOE/PTA funds, subject to its availability and the usual accounting and auditing rules and regulations.
10. Immediate and wide dissemination of this Memorandum is directed.

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