



Republic of the Philippines  
**Department of Education**  
National Capital Region  
Schools Division Office – Muntinlupa City

Office of the Schools Division  
Superintendent


NOV 15 2024

**MEMORANDUM**  
**No.320, s. 2024**

**SCHEDULE ON THE CONDUCT OF MAKE-UP CLASSES**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
Education Program Supervisor, School Governance Operations Division  
Elementary and Secondary Public and Private School Heads/OICs  
All Others Concerned

1. Attached is Regional Memorandum No. 183 s. 2024 on the above captioned title, contents of which are self-explanatory, for the information and guidance of all concerned.
2. Particular attention is invited to paragraphs 2 and 3.
3. For strict compliance of all concerned.

  
**VIOLETA M. GONZALES**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Enclosure: As stated  
Reference: None  
To be indicated in the Perpetual Index  
Under: CALENDAR, SCHOOL  
MALD-Schedule on the Conduct of Make-Up Classes  
**320** November 14, 2024

NUM-2024-320

320

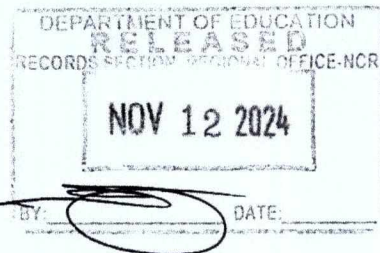


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Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



November 11, 2024

**REGIONAL MEMORANDUM**

No. 1183, s. 2024

Received  
EVELYN N. DINGAL  
Administrative Officer II  
SDO Muntinlupa  
11-14-24

**To:** Schools Division Superintendents  
All Others Concerned

**CONDUCT OF MAKE-UP CLASSES**

1. The Department of Education-National Capital Region in its commitment to provide quality education and learning recovery enjoins all School Division Offices to conduct make-up classes. These sessions are designed to ensure that all required learning competencies that have been missed during the suspended sessions are adequately covered and that students are well-prepared for upcoming assessments.
2. In view thereof, the make-up classes shall be conducted on **November 25-27, 2024**. Since the scheduled make-up classes will coincide with the In-Service Training (INSET) for teachers, schools shall conduct the make-up classes on said dates and conduct the INSET on **November 28-29, 2024**. This arrangement allows for the recovery of instructional days lost during the suspension caused by Typhoon Kristine. The following shall be observed during the conduct of the make-up classes.
  - **Time:** Regular class hours will be observed.
  - **Mode of Delivery:** Face-to-face.
3. The Curriculum Implementation Division (CID) Education Program Supervisors (EPSs), Public Schools District Supervisors (PSDSs), and school heads are instructed to gather and submit student feedback regarding the effectiveness of the make-up classes. This feedback will help improve instructional delivery and address any learning gaps that may have emerged. Moreover, an accomplished feedback per SDO shall be submitted to the region via this link: **<https://tinyurl.com/MakeUpClassesFeedbackForm>** on or before December 6, 2024 (Friday).
4. Immediate dissemination and compliance with this Memorandum is desired.

**JOCELYN DR ANDAYA**

Regional Director, NCR  
and concurrent Officer-in-Charge

Office of the Assistant Secretary for Operations



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