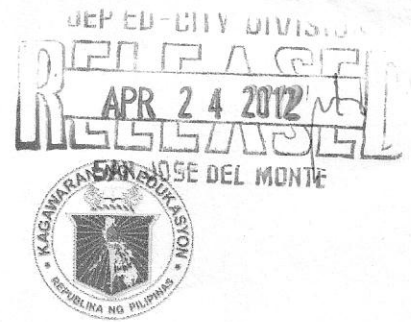




Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region III  
DIVISION OF CITY SCHOOLS  
City of San Jose del Monte



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April 24, 2012

**DIVISION MEMORANDUM**

No. 02 s. 2012

To: Public School District Supervisors  
Public Elementary/Secondary/OICs

**POLICY GUIDELINES IN THE OPENING CLASSES**

1. In connection with the pronouncements of Sec. Armin Luistro and Director Isabelita Borres, the following guidelines in the opening of classes should be strictly followed:
  - All schools should be ready before the opening of classes.
  - No more cleaning of classrooms and updating of bulletin boards on the day of the opening which is June 4, 2012.
  - Teachers and principals should wear their proper uniform on that day.
  - Books should have been distributed prior to the opening of classes.
  - Children who are six (6) years old and have not undergone kindergarten can be admitted provided that they pass the SREA.
  - Enrollment/enlistment can be done during the Brigada Eskwela.
  - The principal or a relieving teacher will be in-charge in the admission of late enrollees.
  - Teachers are expected to have their lesson plans on June 4 which should be taught on that day.
2. The policy of "No Collection" should be strictly observed.
3. Principals and teachers are expected to be in their post and are required to be always wearing a smile in order to foster a positive atmosphere in the school.
4. For your information, guidance and compliance.

  
DR. AMANCIO S. VILLAMEJOR, JR., CESO IV  
Schools Division Superintendent