

Department of Education
Region X-Northern Mindanao
DIVISION OF MALAYBALAY CITY
Corner Don Carlos & Guingona Sts., Malaybalay City
Telefax # 088-813-2894, E-mail add: depedmlyblycity@yahoo.com



DIVISION MEMORANDUM

No. 026, s. 2013

Deped-MALAYBALAY CITY DIVISION

RELEASED

Date: 01/25/13 Time: 09:34 am
By: [Signature]

**TO: Education Program Supervisors/ Division Coordinators- Designate
Public Schools District Supervisors
Elementary and Secondary School Heads
This Division**

FROM: EDILBERTO L. OPLENARIA
Schools Division Superintendent *[Signature]*

DATE: January 24, 2013

RE: CLASSROOM STRUCTURING
(Educational Facilities Manual 2010; RA No. 8491; Child-Friendly School System)

-
1. For the information and guidance of all concerned, enclosed is a copy of the Regional Memorandum No. 15, s. 2013 entitled **CLASSROOM STRUCTURING** under Educational Facilities Manual 2010 (Revised Edition of the 2007 Handbook on Educational Facilities – Integrating Disaster Risk Reduction in School Construction) Chapter 4, G. Regular Facilities, # 3 provided for the basis for Classroom structuring which is self-explanatory.
 2. Monitoring and pre-evaluation of this program shall be conducted by this office (last week of May) before the start of classes for S.Y. 2013-2014.
 3. Immediate dissemination of this Memorandum is desired.



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
Gregorio A. Palanz, Sr. Memorial Sports Center
Velez Street, Cagayan de Oro City
Telephone no.: 722651/Fax No. 8562793 Email: depedx_sed@yahoo.com



January 21, 2013

REGIONAL MEMORANDUM
No. 15, s. 2013

CLASSROOM STRUCTURING

To: Schools Division Superintendents
School Heads

1. Educational Facilities Manual 2010 (Revised Edition of the 2007 Handbook on Educational Facilities – Integrating Disaster Risk Reduction in School Construction) Chapter 4, G. Regular Classroom Facilities, # 3 provided for the basis for Classroom Structuring. To reiterate:

Every classroom shall be suitably structured and decorated to make the surroundings of pupils/students conducive to learning. The materials for structuring and decorating shall be selected on the basis of their educational value providing opportunities for class discussions. Likewise, its cleanliness and orderliness must be maintained, the fact that this is vital aspect contributing to the educational growth of the pupils/students.

The regular classroom may be ideally structured in the following manner:

- a. At the entrance to the room, a signboard is posted showing the following identification:
(Grade/Year and Section occupying the room)
(Name of teacher handling the class)
- b. A framed copy of the class program is displayed on the door to the classroom at adult-eye-level.
- c. On the front wall (that is, the wall facing the class), the classroom chalkboards, properly framed and provided with chalk ledge and curtains, are installed at a height which is in accordance with the maximum comfortable reach of the children to the top of the board. (The proper height of the chalkboard from the floor to its top-edge is determined by multiplying the mean standing height of the class by the constant 1.2.) This constant is the result of studies conducted on the portion of the standing height to the normal reach of the hand over the head of the individual.)
- d. Above the chalkboard, a framed portrait of the President of the Philippines shall be displayed prominently at the center, flanked on one side at a lower level by a framed motto (for the month or week) and on the other side by a framed picture preferably relevant to the motto. In Grades I and II, framed perception strips are displayed along the top edge (or frame) of the chalkboard, while framed conceptualizing strips are displayed along the

bottom-edge of the chalk ledge. The bulletin boards and tack boards, as well as charts, may be placed on the walls at the sides or at the back of the room. They shall be placed at the same height as the chalkboards.

- e. The attendance chart and the DepED forms rack are placed near the door.
- f. The teacher's table, chair and cabinet are located at the rear of the room.
- g. One corner of the room is set up as a reading corner. Another corner of the room is set up as a health corner and provided with a first aid or medicine cabinet with mirror, soap dish, towel rack, and hand washing and drinking facilities.
- h. The seat arrangement of the pupils/students shall be flexible, depending upon the needs or activities of the class.

DepED Order 118, s. 2009 (dated December 15, 2009) contains the Prescribed List of Science and Mathematics Equipment, laboratory Glassware and Consumables for All Year Levels of Elementary and Secondary Subjects.

2. In addition, this Office requires the following:

- a. Above the chalkboard, a framed copy of the National Anthem shall be displayed at the upper left hand corner and on the other side, a framed copy of the Pledge of Allegiance to the Philippine Flag.
- b. A classroom-based data on the Basic Education Information System to be placed on the walls at the sides or at the back of the room which contains the following modules:

Module A – Students' EIS (Profile of Students)

Module B – Teachers (Organizational Chart of DepED Officials, School Officials, Profile of Adviser & Subject Teachers)

Module C – Curriculum Development (K to 12 Basic Education Curriculum)

Module D – Legislative (Rights of a Child & School & Classroom Policies)

Module E – Physical Facilities (Inventory of Classroom Property)

Module F – Finance (HRPTA Proposed Projects)

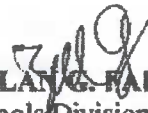
Module G – Community Involvement (HRPTA, SGC, Brigada Eskwela)

Module H – Research & Evaluation (Proficiency Level per subject Area)

3. Pursuant to the Child-Friendly School System, the attached Checklist and Rating Sheet on Organizing The Classroom as a Learning Environment shall be considered by all internal stakeholders in the school.

4. All Schools Division/City Superintendents (SDS), Education Program Supervisors, & School Heads are enjoined to implement and monitor this program.

5. Immediate and wide dissemination of this Memorandum is desired.


DR. ALLAN G. FARNAZO, CESO V
Schools/Division Superintendent
Officer-In-Charge
Office of the Regional Director

Encls.: As stated

Reference: Educational Facilities Manual 2010 (Revised Edition of the 2007 Handbook on Educational Facilities – Integrating Disaster Risk Reduction in School Construction)
Republic Act No. 8491 “An Act Prescribing the Code of the National Flag, Anthem, Motto, Coat-of-Arms and Other Heraldic Items and Devices of the Philippines
DepEd Memorandum No. , s. 2012
Child-Friendly School System

Allotment:

To be indicated in the Perpetual Index
under the following subjects:

CLASSROOM

STUDENTS

TEACHERS

CHECKLIST AND RATING SHEET

Does your classroom guarantee safe and protective spaces for children?

- Your classroom have proper ventilation and lighting and enough space for 45-50 pupils.
- Your classroom desk and other furniture are sized to the age of the pupils. In case of shared desk, each pupil has enough space to do seatwork.
- Your classroom layout and furniture allow pupils to interact and do group work.
- Your classroom have a bulletin board or a corner that display helpful learning materials such as posters, illustrations, newspaper and magazine clippings and your pupils' own works.
- Your classroom facilities and premises are regularly maintained and kept clean.
- Your school has library for reading and for study.
- Your school has facilities and equipment for recreation and sports.
- Your school has sufficient lawn and space and vegetation.
- Your school has duly assigned personnel in charge of securing its premises, its properties and those of its pupils and teachers.
- Your school coordinates with the barangay and local authorities to ensure the safety and protection of your pupils.
- Your school has policy against discrimination with regard to gender, cultural origin, social status, religious belief and others.
- Your school has a program for children with special needs.
- Your teachers use non-threatening styles of discipline.
- Total number of items checked.

This list has 13 action items. If you scored 6-7 points, give yourself a blue heart; if you scored 8-10 points, give yourself a purple heart; if you scored 11-13 points give yourself a red heart. If you scored lower than 6 points, don't color the heart. (Continue to improve your classroom/school and do your best next time.)

Color your heart.



Source: Effective Teaching learning in Child-Friendly Schools: A Training Manual (2002)