



Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OF BULACAN**

May 2, 2025

**DIVISION MEMORANDUM**

No. 215 s. 2025

TO: Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
Public Schools District Supervisors  
Education Program Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

**SUBMISSION OF SCHOOL PLAN/S FOR SUMMER ACTIVITIES 2025**

1. In view of the scheduled summer break and in alignment with DepEd guidelines on continued learning and school preparedness, all School Heads of public elementary and secondary schools are hereby instructed to submit their School Plan/s for Summer Activities 2025 to ensure the smooth and organized operation of school programs and activities during the summer vacation.
2. The plan/s shall include, but is not limited to the following components:
  - Implementation of DepEd-mandated programs such as the Literacy Remediation Program (LRP), Summer Remedial Classes, and National Learning Camp (NLC)
  - School maintenance and repair activities (e.g., Brigada Eskwela preparations)
  - Training or professional development sessions for teachers (if any)
  - Scheduled enrollment preparations and learner support services
  - Safety, security, and school facilities management during summer
3. School Heads shall prepare the School Plan/s for Summer Activities using the suggested format (Enclosure 1 – Suggested Template) and shall be submitted to the Office of the Public Schools District Supervisor (PSDS)/Education Program Supervisor (EPSvr) In-Charge of the Secondary Schools on or before May 6, 2025.



Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OF BULACAN**

---

4. The PSDS and EPSvr shall review and endorse all submissions to the Division Office not later than May 8, 2025 (Enclosure 2 – Letter of Endorsement).
5. This initiative aims to ensure that school activities are well-coordinated, monitored, and aligned with the goals of learner development and school readiness for SY 2025–2026.
6. For further inquiries or clarification, you may refer it to the Office of the Assistant Schools Division Superintendent.
7. For information and compliance.

  
**NORMA P. ESTEBAN, EdD CESO V**  
Schools Division Superintendent



Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OF BULACAN**

Enclosure 1- Suggested Template

**SCHOOL PLAN/S FOR SUMMER ACTIVITIES 2025**

Name of School:  
School ID:  
District/EDDIS:  
Name of School Head:

SCHEDULE	DATE	PROGRAM/PROJECT/ ACTIVITIES	PERSON/S IN CHARGE	PERSONS INVOLVED	REMARKS
WEEK 1 April 21-25					
WEEK 2 April 28-May 2					
WEEK 3 May 5-9					
WEEK 4 May 12-16					
WEEK 5 May 19-23					
WEEK 6 May 26-30					
WEEK 7 June 2-6					
WEEK 8 June 9-13-					

**PREPARED:**  
SCHOOL HEAD

**REVIEWED:**  
PSDS/EPSvr



Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OF BULACAN**

Enclosure 2 – Letter of Endorsement

**NORMA P. ESTEBAN, EdD CESO V**  
Schools Division Superintendent

**Madam:**

This is to respectfully submit the School Plan/s for Summer Activities 2025 of the following School Heads:

<b>SCHOOL</b> <b>(List down all schools in your</b> <b>respective district/EDDIS)</b>	<b>SCHOOL HEAD</b>	<b>STATUS</b> <b>(submitted/did not</b> <b>submit)</b>
1.		
2.		
3.		
4.		

Very Truly yours,

PSDS/EPSvr