



Republic of the Philippines  
**Department of Education**

REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF BIÑAN CITY

10 Jan 2024

**DIVISION MEMORANDUM**

No. 013, s. 2024

**IMPLEMENTATION OF CATCH-UP FRIDAYS**

To: OIC - Assistant Schools Division Superintendent  
Chief, School Governance and Operations Division  
Chief, Curriculum Implementation Division  
All Schoolheads

1. In reference with DepED Memorandum No. 1, s. 2024, this Office, through the Curriculum Implementation Division, announces the implementation of **Catch-Up Fridays**.
2. This activity is designed to strengthen foundational, social, and other relevant skills necessary to actualize the intent of the basic education curriculum by focusing on the development of the learners' reading, critical thinking, analytical and writing skills.
3. To facilitate this initiative, every public elementary, secondary school, and community learning center within the division will introduce "**Ring and Read**," an adapted version of Drop Everything and Read (DEAR Day) on January 12, 2024, marking the beginning of Catch-Up Fridays. A siren shall serve as cue to signal the start of the synchronized silent reading session. The Ring and Read shall last for 30 minutes scheduled as follows: 9:00 am for the morning shift/ single-shift classes, 3:00 pm for the afternoon shift.
4. The Learning Management and Resource Section will distribute book bins between January 11, 2024, until January 16, 2024, ensuring that schools receive additional reading materials for the successful execution of the activity.
5. Schools are strongly urged to capture the significance of the event using diverse media platforms, such as, but not limited to FB Live, Facebook posts, and the exhibition of banners and other promotional materials. The Google Drive link of the advocacy materials has been shared to the SDO Group Chat. It is imperative that schools adhere to the provisions of the Child Protection Policy and the Data Privacy Act when posting materials through various media channels. Strict compliance with these regulations ensures the safeguarding of sensitive information and the protection of individuals' privacy.

6. DEAR Day shall continue to be implemented on January 19, 2024. Simultaneously, on this date, schools shall organize orientation sessions for teachers and other key stakeholders regarding the implementation of Catch-Up Fridays.

7. All Fridays throughout the school year shall be designated as Catch-Up Fridays, with a focus on operationalizing the National Reading Program (NRP) during the first half of the day's schedule and on fostering Values, Health, and Peace Education for the second half. Additionally, the Homeroom Guidance Program (HGP) shall also be included in the Catch-Up Fridays.

8. The time allotment for each learning area on a Friday shall be used to enhance learners' knowledge and skills in appreciation of reading, values, health, and peace education. A Sample Class Program for Grade 1 Learners in the Current K to 12 Curriculum with Catch-Up Friday for Single Shift is provided as **Enclosure No. 1**.

9. Values, Health, and Peace Education shall revolve around monthly themes/ subthemes based on the basic education curricular framework and standards. While teachers shall be given the prerogative to narrow down or devise additional subthemes, alignment with the quarterly themes is essential.

10. Teachers shall employ an integrative approach to teaching. The SDO highly encourages all schools to integrate the initiatives in the implementation of Catch-Up Fridays such as but not limited to *Istoryahan sa Binan*; English Cyber-Assisted Learning Program (ECLP); Gokongwei Brothers Foundation- *Juan Kapatid Program*; utilization of radio and tablets. Please see Enclosure Nos. 3, 4, 5, and 6 of DM. 1, s. 2024 for the suggested strategies for Values, Health, and Peace Education, respectively.

11. Teachers shall engage in collaborative expertise sessions and other professional development activities to share effective practices and prepare materials together for the effective implementation of Catch-Up Fridays. CID Supervisors and Education Program Specialists for Alternative Learning System shall provide technical assistance to these activities.

12. **Catch-Up Fridays shall not be graded** since its main objective is to reinforce learning. Individual progress shall be monitored through the learner's reflection journal, compilation of reading experiences, writing of journals, personal essays and other forms of creative expression that reflect learners' unique learning experiences.

13. The Lists of Monitoring Teams, members of the Technical Working Group, and Timeline of Activities, and Monitoring Tool are attached as Enclosures 2, 3, and 4 and 5, respectively.

14. Expenses relative to the conduct of this activity shall be charged against School MOOE and other local funds, subject to usual accounting and auditing rules and regulations.

15. For questions and clarifications, please contact Leslie V. Denosta, Division Education Program Supervisor in English, at [leslie.valena@deped.gov.ph](mailto:leslie.valena@deped.gov.ph).

16. Immediate and widest dissemination of this Memorandum is desired.

  
**MANUELA S. TOLENTINO, CESO V**  
Schools Division Superintendent

Encl: as stated

Reference: DepEd Order No. 13 s. 2023; DepEd Memorandum No. 1 s. 2024;  
Regional Memorandum No. 23 s. 2024

CID/PROPER / LVD / DM – Implementation of Catch-Up Fridays  
/ 01/10/2024

Enclosure 1: Sample Schedule

**SAMPLE CLASS PROGRAM FOR GRADE 1 LEARNERS IN THE CURRENT K TO 12 CURRICULUM WITH CATCH-UP FRIDAYS**

SINGLE SHIFT

Time	No. of Minutes	Friday	
		Original Time Schedule for Monday to Thursday	Catch-up Fridays
7:10 – 7:20	10	Daily Routine	
7:20 – 7:50	30	EsP	<i>First half of Fridays (140 minutes or 2 hours and 20 minutes)</i> - National Reading Program
7:50 – 8:20	30	Filipino	
8:20 – 8:50	30	English	
8:50 – 9:10	20	Recess	
9:10 – 10:00	50	Mathematics	
10:0 – 10:40	40	Araling Panlipunan	
10:40 – 11:20	40	MAPEH	
11:20 – 11:50	30	NRP	
11:50 – 12:50	60	Lunch	
12:50 – 1:20	30	NMP	
1:20 – 2:00	40	HGP	
Total	<b>280 minutes (4 hours and 40 minutes)</b>		

Reference: DM No. 1 s. 2024

*Enclosure 2: List of Monitoring Teams for the Launch of Catch-Up Fridays*

SCHOOLS			MONITORING OFFICIAL
ELEM	1	BIÑAN ELEMENTARY SCHOOL	ROMULO D. CASIPIT VIOLETA M. UMEL
	2	CANLALAY ELEMENTARY SCHOOL	
	3	PLATERO ELEMENTARY SCHOOL	
JHS	4	BIÑAN INTEGRATED NATIONAL HIGH SCHOOL	ALS School and Community Learning Centers
	*	ALS School and Community Learning Centers	
ELEM	5	DR. MARCELINO Z. BATISTA MEMORIAL ELEMENTARY SCHOOL	BALDRIN B. BELEN ANGELA A. MORANDO
	6	DELA PAZ MAIN ELEMENTARY SCHOOL	
	7	DELA PAZ WEST ELEMENTARY SCHOOL	
JHS	8	DELA PAZ NATIONAL HIGH SCHOOL	ALS School and Community Learning Centers
	*	ALS School and Community Learning Centers	
ELEM	9	MALABAN ELEMENTARY SCHOOL	BALDRIN B. BELEN RAQUEL L. AZUR
	10	MALABAN EAST ELEMENTARY SCHOOL	
JHS	11	NEREO JOAQUIN NATIONAL HIGH SCHOOL	
	*	ALS School and Community Learning Centers	
ELEM	12	PAGKAKAISA ELEMENTARY SCHOOL	SONNY L. ATANACIO LANI A. ALONTE
	13	PEDRO H. ESCUETA MEMORIAL ELEMENTARY SCHOOL	
	14	ST. ANTHONY INTEGRATED SCHOOL	
JHS	15	JACOBO Z. GONZALES MEMORIAL NATIONAL HIGH SCHOOL	ROWENA K. RAMOS JOEL J. VALENZUELA
SHS	16	BIÑAN CITY SHS ( San Antonio Campus )	
	*	All ALS Learning Centers	
ELEM	17	SAN VICENTE ELEMENTARY SCHOOL	ROWENA K. RAMOS JOEL J. VALENZUELA
	18	DR. JOSE G. TAMAYO MEMORIAL ELEMENTARY SCHOOL	
	19	TUBIGAN ELEMENTARY SCHOOL	
	*	ALS School and Community Learning Centers	LEONORA C. CRUZ RONALDO P. BAGO
ELEM	20	SAN FRANCISCO ELEMENTARY SCHOOL	
	21	SORO - SORO ELEMENTARY SCHOOL	
JHS	22	ST. FRANCIS NATIONAL HIGH SCHOOL	LEONORA C. CRUZ RONALDO P. BAGO
	23	BIÑAN CITY SCIENCE AND TECHNOLOGY HIGH SCHOOL	
	*	ALS School and Community Learning Centers	
ELEM	24	TOMAS A. TURALBA MEMORIAL ELEMENTARY SCHOOL	NERRA A. VISPERAS LESLIE V. DENOSTA
	25	STO. TOMAS ELEMENTARY SCHOOL	
JHS	26	BIÑAN SECONDARY SCHOOL OF APPLIED ACADEMICS	
SHS	27	BIÑAN CITY SHS ( STO. TOMAS CAMPUS )	

	*	ALS School and Community Learning Centers	
ELEM	28	SOUTHVILLE 5A-LANGKIWA ELEM SCHOOL	MARY GRACE B. LLANTOS RHEA D. BILBES
	29	LANGKIWA ELEMENTARY SCHOOL	
JHS	30	SOUTHVILLE 5A INTEGRATED NATIONAL HIGH SCHOOL	
SHS	31	BIÑAN CITY SHS ( WEST CAMPUS )	
SHS	32	BIÑAN CITY SHS ( TIMBAO CAMPUS )	
	*	ALS School and Community Learning Centers	
ELEM	33	LOMA ELEMENTARY SCHOOL	ERWIN P. LEGASTO EVELYN P. DE CASTRO
	34	OUR LADY OF LOURDES ELEMENTARY SCHOOL	
	35	SOUTHVILLE 5-TIMBAO ELEMENTARY SCHOOL	
	36	TIMBAO ELEMENTARY SCHOOL	
ELEM	37	MAMPLASAN ELEMENTARY SCHOOL	GINALYN M. GARCIA MARCHY T. SANCHEZ DONNA JANE M. ALFONSO
	38	GANADO ELEMENTARY SCHOOL	
	39	ZAPOTE ELEMENTARY SCHOOL	
JHS	40	MAMPLASAN NATIONAL HIGH SCHOOL	
	41	ALS School and Community Learning Centers	

*Enclosure 3: Technical Working Group*

OFFICIALS	ASSIGNMENT	TERMS OF REFERENCE
Manuel S. Tolentino, CESO V Edenia O. Libranda	Lead	Manages the flow of the activities for the entire activity.
Mary Ann L. Tatlongmaria, Ed.D Bayani V. Enriquez Ed.D Leslie V. Denosta, DEM Raquel L. Azur, PhD	Co-Lead	Support the lead program manager in the flow of the activities for the entire activity.  Monitor the overall implementation of the activity.
Violeta M. Umel, PhD Ronaldo P. Bago, PhD Angela Morando Joel J. Valenzuela Lani Alonte, Ed.D Erwin Legasto Raquel L. Azur, PhD Rhea Bilbes, PhD	Members	Support the lead program manager in the flow of the activities for the entire program assists and provides the needs of participants in the given task or activities.  Ensure the effective and efficient implementation of the activity through provision of technical assistance to schools and community learning centers.
Evelyn De Castro, PhD Marilyn Macabbabad Allan Medenilla	Members	Support the lead program manager by providing the schools and community learning centers with resources which can be used in the conduct of the activity.
Ginalyn Garcia, PhD Nerra A. Visperas, Ed.D Mary Grace Llantos, Ed.D Erwin Legasto Romulo Casipit, PhD Baldrin B. Belen Leonora Cruz, PhD Rowena Ramos, PhD Sonny L. Atanacio	Members	Prepare the program evaluation. Assure the compliance of all schools. Oversee the implementation of the program. Oversee the implementation of LAC Sessions and other professional development activities to ensure effective and efficient conduct of Catch-Up Fridays Provide feedback to further improve the implementation of the program.

Gertrude A. Anunciacion, PhD Isidra L. Galman Edward R. Manuel	Monitoring and Evaluation	Monitor the implementation of the program. Provide feedback to further improve the implementation of the program.
Schools and Community Learning Centers	Implementation	Prepare the venue and materials before, during and after the event.  Implement the provisions as stipulated in DM No. 1, s. 2024
Marchy T. Sanchez Donna Jane M. Alfonso Louigie K. Marcellana Sharon Yambao	Documentation	Document the whole program.

*Enclosure 4: Timeline of Activities*

<b>Activities</b>	<b>Date</b>	<b>Persons Involved</b>
Issuance of Division Memorandum	January 11, 2024	CID
DEAR Day	January 12, 2024	SDO CID Schoolheads
Launching of Catch-Up Fridays		
National Orientation on the Conduct of Catch-Up Fridays	January 15, 2024	CID Chief EPSs
Division Orientation on the Conduct of Catch-Up Fridays	January 16, 2024	CID Chief EPSs PSDSs Schoolheads
DEAR Day Orientation to stakeholders	January 19, 2024	CID Schoolheads
Catch-Up Fridays	Every Friday of the week	CID Schoolheads
Coordination Meeting / Monitoring and Evaluation	Every Month	PSDSs EPSs
Submission of documentation	End of the Month	CID Chief EPSs PSDSs
Feedback and Program Review		Schoolheads

Enclosure 5: Monitoring Tool

**DIVISION MONITORING TOOL ON THE IMPLEMENTATION  
OF CATCH-UP FRIDAYS**

School: \_\_\_\_\_

Date: \_\_\_\_\_

Component	Indicators	Suggested MOVs	Observed	Not Observed	Remarks
<b>I. School Areas</b>	1. All Fridays of January 2024 are dedicated to the activity and orientation for field officials.	Sample Class Program			
	2. All Fridays throughout the school year are designated as Catch-up Fridays, with focus on operationalizing the National Reading Program (NRP) during the first half of the day's schedule and on fostering Values, Health, and Peace Education for the second half. Additionally, the Homeroom Guidance Program (HGP) shall also be included in the Catch-up Fridays.				
	3. Proper time allocation for each learning area on Fridays to enhance learners' knowledge and skills in and appreciation of reading, values, health, and peace education.				
	4. Teachers engaged in collaborative	Consolidated LAC Report			

	expertise sessions through Learning Action Cells (LAC) and other professional development activities to share effective practices and prepare materials together for the effective implementation of Catch-up Fridays.				
	5. School Heads supervised the implementation of Catch-up Fridays.	Contextualized Monitoring Tool/ School Consolidated Report			
	6. The CID collaborated and supported the implementation of Catch-up Fridays.	Documentation Report			
<b>II. Reading Intervention</b>	1. Teachers implemented suggested activities for reading intervention (Pre-reading, During reading, Post-reading activities).	Sample DLL			
	2. Teachers contextualized suggested activities for reading intervention.				
<b>III. Routine for Reading Enhancement</b>	1. Teachers implemented suggested routine for reading enhancement.	Sample DLL			
	2. Teachers contextualized suggested routine for reading enhancement.				
	3. Teachers facilitated pleasure reading.				
	1. Values, Health, and Peace	Sample DLL			

<b>IV. Themes and sub themes</b>	Education revolved around monthly themes/ subthemes based on the basic education curricular framework and standards.				
	2. Teachers narrowed down or devised additional subthemes, aligned to the quarterly themes.				
	3. Topics were aligned to the monthly themes/ subthemes.				
	4. Issues were aligned to the themes and topics.				
	5. Teachers integrated learning areas.				
<b>V. Learning Resource</b>	1. Availability of learning resources to support implementation of Catch-Up Fridays	Sample LR			
	2. Availability of activities that are appropriate to learners' key stage.				
<b>VI. Feedback Mechanism</b>	1. Utilized data from learners reflection.	Documentation Report			
	2. Conducted classroom quarterly culminating activity. <i>(Optional)</i>				
	3. Ensured that students journals and records (attendance, reflection and others) are kept.				
	Schools forged and strengthened stakeholder	Documentation Report			

	engagement to gather support and ensure the sustainability of Catch-up Fridays				
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### Comments and Suggestions

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Prepared:

Name of Monitoring Official: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Date: \_\_\_\_\_

Conformed:

Name of School Head: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Date: \_\_\_\_\_

*Reference: Regional Memorandum No. 23,s. 2024*