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Republic of the Philippines  
**Department of Education**  
Region 1

**SCHOOLS DIVISION OF CITY OF SAN FERNANDO (LA UNION)**

**DIVISION MEMORANDUM**

FEB 07 2025

No.: 076 s. 2025

TO Assistant Schools Division Superintendent  
Chief Education Supervisors  
School Heads of:  
*La Union National High School* *Catbangan Central School*  
*Lingsat Integrated School* *San Fernando North Central School*  
*San Fernando South Central IS* *San Fernando City SPED IS*  
*San Fernando City National Vocational HS* *Santiago Elementary School*  
Concerned SDO Personnel

FROM **SHEILA MARIE A. PRIMICIAS, CESO VI**  
Schools Division Superintendent

SUBJECT **ADJUSTED CLASS SCHEDULE FOR SELECT SCHOOLS TO REDUCE TRAFFIC CONGESTION**

DATE February 4, 2025

**Particulars**

- In order to ensure a smooth and timely start of classes in school, the SDO encourages **ALL** learners, teaching, and non-teaching personnel of the following highway or road side schools to arrive at school by **6:30 in the morning**:  

<i>La Union National High School</i>	<i>San Fernando South Central IS</i>
<i>Catbangan Central School</i>	<i>San Fernando City SPED IS</i>
<i>Lingsat Integrated School</i>	<i>San Fernando City National Vocational HS</i>
<i>San Fernando North Central School</i>	<i>Santiago Elementary School</i>
- Classes should officially start at 7:00 AM and end at 4:00 PM to avoid the peak traffic hours. School children are expected to leave the school premises after class hours.
- Similarly, the official working hours for both teaching and non-teaching personnel are from 7:00 AM to 4:00 PM, fulfilling the 8-hour requirement by law, or earlier if home visitations or other activities outside the school are scheduled.
- This initiative is aimed at reducing traffic congestion around the school and ensuring that all school goers can enter the school grounds in a safe and efficient manner.
- School Heads of the concerned schools are requested to make necessary planning or needed adjustment for this purpose.
- Parents and other stakeholders are also encouraged to support and cooperate with the necessary adjustments as it will benefit the entire school community.
- This guideline will take effect starting the first Monday of March 2025.
- For your information, guidance, and compliance.

**SHEILA MARIE A. PRIMICIAS, CESO VI**  
Schools Division Superintendent

*"Sa Matatag na Panuntunan, Serbisyo ng Tapat Maaasahan"*



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