



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OFFICE OF GENERAL TRIAS CITY
LUIS Y. FERRER JR. NORTH NATIONAL HIGH SCHOOL

October 6, 2025

SCHOOL MEMORANDUM
No. 099, s. 2025

CREATION OF CLASS PROGRAM BY CLASS ADVISERS IN SPLAT SOFTWARE

To: All Teaching Personnel

1. In line with the school's implementation of the **SPLAT (Supporting Parents, Learners, Administrators and Teachers)** system, all **Class Advisers** are hereby instructed to **create and update their respective Class Programs** in the SPLAT platform.
2. The creation of the Class Program is a **preparatory requirement for the upcoming training on Exam Management in SPLAT**, which will be conducted soon. Ensuring the accuracy and completeness of your Class Program will help facilitate a smooth and organized training process.
3. To guide all advisers in this process, **step-by-step procedures** have been provided in both **video tutorial** and **PDF format**. These resources can be accessed through the school Microsoft Teams – North High Hub – Quick Links **SPLAT SY.2025-2026 - GUIDES AND PROCEDURES**

Steps for Creating the Class Program in SPLAT:

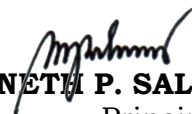
Step 1: Watch the provided video tutorial or read the PDF guide for detailed instructions.

Step 2: Log in to your SPLAT account using your official school email credentials.

Step 3: Navigate to "Class Program Management" and **create** your respective subjects and class schedules accurately.

Step 4: Review your entries before saving to ensure data accuracy.

4. All class advisers are **required to complete the creation of their Class Program on or before October 10, 2025 (Friday)**.
5. For any questions or technical assistance, please contact **Ms. Joy Ann M. Banning, School ICT Coordinator**.
6. **Immediate and widest dissemination** of this memorandum is earnestly desired.


NANETH P. SALVADOR, EdD
Principal II

JAMB/SM No. 099, s.2025
10/06/2025

