



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

DIVISION MEMORANDUM
No. 102 s.2020

May 20, 2020

USE OF REVISED DAILY PLAN OF ACTIVITIES (DPA)

**TO: All School Heads (Elementary, Secondary and Integrated Schools)
All Others Concerned**

1. The Daily Plan of Activities (DPA) is a monthly plan of activities where programs, projects and activities are slated to be conducted based on OPCR and other mandated programs and activities which all school heads are preparing and submitting to the SDO for approval.
2. In order to come up with an improved reporting and tracking system and that the SDO will be provided with empirical data based on the implementation of PAPs as planned and that will serve as bases for providing Technical Assistance (TA), additional columns are provided to reflect the specific actual accomplishments/outputs properly quantified.
3. In view of the guidelines on work arrangements and observance of stringent social distancing measures stipulated in DM No. 043, s. 2020, and DM No. 052, s. 2020 titled Advisory on Work Arrangement in the DEPARTMENT OF EDUCATION IN LIGHT OF RECENT DEVELOPMENTS IN THE COVID-19 SITUATION, additional column is also provided to specify the most viable option that the school heads may choose as stipulated in CSC MC NO. 10, s. 2020 including the parameters in the implementation of such.
4. In case PAPs are conducted physically, it is reiterated the observance of stringent social distancing and other protocols in light of COVID 19 measures as stipulated in DM No. 043 and 052, s. 2020 and Executive Order from the Provincial Governor.
5. Attached herewith is Enclosure No. 1 titled Revised DPA which supersedes the old template to be used immediately.
6. For your guidance, information and strict compliance.

GLORIA B. BUYA-AO
Schools Division Superintendent

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Republic of the Philippines
Department of Education

Cordillera Administrative Region

Schools Division of Abra

District: _____

Name of School: _____

DAILY PLAN OF ACTIVITIES

Month: _____

Date	Programs/ Projects/ Activities to be Implemented (as planned)	Work Arrangements	Accomplishments/ Outputs	REMARKS
Total Number of days for the Month				
Total number of days used for instructional leadership				
Total number of days used for administrative management				

Prepared by	School Head
Approved	Office of the ASDS
Noted	Office of the SDS



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