



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

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DIVISION MEMORANDUM
 No. 108 s.2020

June 3, 2020

**CRAFTING AND SUBMISSION OF PROPOSED
 SCHOOL LEARNING CONTINUITY PLAN (SLCP)**

TO: Division Chiefs
All LCOP/SLCP Committee
All Public Schools Division Supervisors
All School Heads
All Schools
All Others Concerned

1. Corollary to DO No. 07 s. 2020 titled "School Calendar and Activities for School Year 2020-2021" inviting attention to item no. 11 which states that "Schools and CLCs, under the supervision of the regional and schools division offices, are authorized to decide on the specific learning delivery modalities which may be deemed appropriate in their context. Anent to this, all schools should craft their School Learning Continuity Plan which captures major moves of the school based on their respective context and highlights plan of actions align to the strategic objectives of the four (4) pillars of the Sulong Edukalidad and the SWOT analysis of the surveys conducted in the school level.
2. The proposed SLCP will be submitted to the Schools Division Office for review and approval following the hereunder timeline of activities:

STEP	DATE	ACTIVITY	PERSONS INVOLVED/ RESPONSIBLE
I	June 1-30, 2020	Floating of Learners Enrolment Survey Form (LESF)/ Assessment Tool/ Survey Questions	School Heads
II	July 1-3, 2020	Submission to the LCOP/SLCP Committee	School Heads, PSDS
III	July 6-10, 2020	Review of SLCP by the LCOP Committee	LCOP/ SLCP Committee
IV	July 13-15, 2020	Recommendation for Approval	Assistant Schools Division Superintendent
		Approval	Schools Division Superintendent

3. The goal and objectives shall also be uniform across all schools anchored on the Learning Continuity Plan prepared by the Central Office with reference to Attachment No. 1 which provides DepEd –CAR's goal and objectives.





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4. The whole Schools Division shall anchor its framework on *Sulong Edukalidad* with reference to Attachment No. 2 which provides the illustration of the 4 pillars and the strategic objectives of each.
5. To better facilitate the crafting of the proposed SLCP, the following shall serve as quick guide and reference as to brief description and parameters of each part including technical specifications, to wit:

5.1		TECHNICAL SPECIFICATIONS																								
STYLE	DESCRIPTION																									
Paper Size	A4																									
Font Type	Bookman Old Style, size 11 or 12																									
Page Numbers	Lower right corner																									
Margins	Left- 1.5", Right- 1", Top and Bottom- 1"																									
5.2		PARTS OF SCHOOL LEARNING CONTINUITY PLAN (SLCP)																								
PARTS	BRIEF DESCRIPTION & PARAMETERS																									
i. Cover Page	Logo of DepEd on the lower right corner (refer to page 67, DO 31, s. 2019) and the Division and school logo at the left of the DepEd logo. Include visual representation of the school as background of the title of the document																									
ii. Approval Sheet	<p>This certifies ownership of the LCP; Prepared by School Heads, reviewed by the LCOP/SLCP Review Committee who are as follows:</p> <table border="1"> <tbody> <tr><td>1. Hedwig M. Belmes</td><td>CID Chief</td></tr> <tr><td>2. Lemuel B. Dickson</td><td>SGOD Chief</td></tr> <tr><td>3. Benjo Agaloos</td><td>EPS</td></tr> <tr><td>4. Jaeriel Bersamina</td><td>SEPS</td></tr> <tr><td>5. Eden Adriatico</td><td>SEPS</td></tr> <tr><td>6. Jan Nowel Peña</td><td>SEPS</td></tr> <tr><td>7. Lorna Llaneza</td><td>SEPS</td></tr> <tr><td>8. Criselda Palos</td><td>Nurse II</td></tr> <tr><td>9. Darren Cariño</td><td>Nurse II</td></tr> <tr><td>10. Celia Bolante</td><td>Accountant III</td></tr> <tr><td>11. Elmer Batondo</td><td>AO VI/ Budget Officer</td></tr> <tr><td>12. All Public Schools District Supervisors</td><td></td></tr> </tbody> </table> <p>and recommended for approval by the ASDS; Approved by the SDS.</p> <ul style="list-style-type: none"> • Please use the approval sheet attached (Attachment No. 3) 		1. Hedwig M. Belmes	CID Chief	2. Lemuel B. Dickson	SGOD Chief	3. Benjo Agaloos	EPS	4. Jaeriel Bersamina	SEPS	5. Eden Adriatico	SEPS	6. Jan Nowel Peña	SEPS	7. Lorna Llaneza	SEPS	8. Criselda Palos	Nurse II	9. Darren Cariño	Nurse II	10. Celia Bolante	Accountant III	11. Elmer Batondo	AO VI/ Budget Officer	12. All Public Schools District Supervisors	
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Inside Pages	With footer at the lower right corner bearing the name or title of the SLCP and page number																									





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I	Introduction and Executive Summary	<ul style="list-style-type: none"> Includes the rationale and the bases for the LCP preparation; explains the reasons why the SLCP is crafted Summarizes the key points and states the purpose Highlights major steps specifically with reference to the KRAs of OPCR and strategies based from the framework and the SWOT analyses Describes the results, conclusions and even how monitoring and evaluation are conducted to ensure the realization of the goals and objectives Points out how the SLCP is plan and why, how to carry out the plan, how to monitor and check the progress in order to track and how to ensure that gaps are being addressed as the plan is implemented
II	Goals and Specific Objectives	<ul style="list-style-type: none"> Explains why the SLCP is prepared (Please adapt the attached Goals and Objectives for alignment)
III	Situational Analysis	<ul style="list-style-type: none"> Describes the current context of the school based on available school data Discussions of Analyses of Learners Enrolment and Survey Form (LESF) and the attached Assessment Form as a tool in crafting the SLCP Shows the SWOT analysis of the surveys conducted leading to Strategic Options as basis for impartial decisions and plans for action including resolves on the most appropriate alternative learning delivery modality based on the school and learner's context Shows the results of environmental scanning
IV	Framework	<ul style="list-style-type: none"> Please adapt the standard framework attached Serves as reference and guide in crafting strategies in the implementation plan
V	Implementation Plan	<ul style="list-style-type: none"> Reflects plan of actions derived from SWOT analyses and the strategic objectives of the framework attached showing the four pillars of Sulong Edukalidad Shows accountability of school head, teachers non-teaching personnel in the school that has relevance to the SLCP. Refer to the Attachment No. 4 for a sample.

5.3 PARTS OF THE IMPLEMENTATION PLAN

KRA	OBJ	STRATEGIES	ACTIVITIES (School)	EXPECTED RESULTS	TIMELINE	RESOURCES	REMARKS

Key Result Areas - aligned to OPCR of the school

Strategic Management
Curriculum and Instruction Management
Human Resource Management and Development
Building Partnership and Linkages
Resource Management





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		<p>Objectives - aligned to OPCR and only those which contribute to continuity of learning</p> <p>Strategies - culled from the strategic objectives of the 4 pillars of the Sulong Edukalidad (see attached framework) and the Strategic Options (based from SWOT)</p> <p>Activities - initiatives of the schools to highlight alternative learning delivery strategies anchored on distance learning delivery (modular distance learning; online distance learning; or a blend of modular and offline distance learning etc) These are crafted as a result of survey and alignment to the strategic objectives</p> <p>Expected Results - answers the question, "What is likely to happen after implementing the activities guided by the strategies and objectives?" and shows the specific quantity of outputs yield out of the implementation of the activity</p> <p>Timeline – specific date or month/s when the activity/ies will actually be implemented</p> <p>Resources – human, financial, and material needs of the activity/ies</p> <p>Remarks – shall serve as a situationer or a space for determining if the plans set per objective were attained. This column shall remain unfilled until a specific action per objective is applicable</p>
VI	Monitoring Plan	<ul style="list-style-type: none"> • Reports how the implementation plan is monitored in order to ensure the realization based on goals and objectives. • Spells out mechanisms to be organized to guarantee that actions are implemented according to expectations and goal • Please use the attached format
VI	Communication Plan	<ul style="list-style-type: none"> • Outlines plans on how to convey the LCP to all stakeholders for IECA to foster serve of ownership of the LCP.
	Annexes	Includes the SWOT, Monitoring Tool

- Public Schools District Supervisors in-charge are tasked to facilitate the submission of the SLCP of the schools within their area of jurisdiction to the LCOP/SLCP review committee.
- Enclosed herewith is Attachment No. 5, Assessment Tool in Crafting SLCP to be used as additional survey tool which is very helpful in crafting the SLCP which reflects the questions classified into the four (4) pillars of the framework for easier analysis and perusal.





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8. Attached herewith are the following attachment and annexes for your perusal:

ATTACHMENT NUMBER	TITLE
1	Goal and Objectives
2	LCOP Framework
3	Approval Sheet
4	Sample Implementation Plan
5	Assessment Tool in Crafting SLCP
6	SLCP Monitoring Tool

9. Immediate dissemination of and compliance with this Memorandum is directed.

GLORIA B. BUYA-AO
Schools Division Superintendent

