

Department of Education

Cordillera Administrative Region SCHOOLS DIVISION OFFICE OF ABRA

June 3, 2020

DIVISION MEMORANDUM No. 108 s.2020

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

Division Chiefs TO:

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.

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
11	July 1-3, 2020	Submission to the LCOP/SLCP Committee	School Heads, PSDS
111	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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- 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.
- 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 SPEC	IFICATIONS			
	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	PA			f 1, 1 (94		
PAF	RTS	RTS OF SCHOOL LEARNING CO	ONTINUITY PLAN (SLCP)			
i.	Cover Page Logo of DepEd on the lower right corner (refer to page 67, DO 31, s. 2019) 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		2019) and the representation			
ii. Approval Sheet		1. Hedwig M. Belmes 2. Lemuel B. Dickson 3. Benjo Agaloos 4. Jaeriel Bersamina 5. Eden Adriatico 6. Jan Nowel Peña 7. Loma Llaneza 8. Criselda Palos 9. Darren Cariño 10. Celia Bolante 11. Elmer Batondo 12. All Public Schools District and recommended for approve	This certifies ownership of the LCP; Prepared by School Heads, reviewed by the LCOP/SLCP Review Committee who are as follows: 1. Hedwig M. Belmes			
	Inside Pages	Please use the approval st	neet attached (Attachment No. 3) Immer bearing the name or title of the SL			

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NO.	108								plaine the
I Introduction a Executive Sur			ry re	ncludes the rationale and the bases for the LCP preparation; explains the easons why the SLCP is crafted ummarizes the key points and states the purpose					
			S	Highlights major steps specifically with reference to the KRAs of OPCR and strategies based from the framework and the SWOT analyses					
	12		• D	 Describes the results, conclusions and even how monitoring and evaluation are conducted to ensure the realization of the goals and objectives 					
			C	onduc Points	ted to ensure to	ine realization SI CP is plan a	of the goals	to carry out the	plan, how to
			i digi	monito	or and check the	ne progress in	order to trac	ck and how to en	sure that gaps
II Goals and Specific			C •	marking the same of the same o					
Objectives		•							
111	Situational Analysis •			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					
	Add to		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	Fram	ework		Di la tila atau da di sanana da attache d					
			• ;	O					
V	Implementation Plan			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					TS OF THE IN				
KRA	4	OBJ	STRATEG	IES	ACTIVITIES (School)	EXPECTED RESULTS	TIMELINE	RESOURCES	REMARKS
						THE CONTRACTOR SERVICE	TOTAL PROPERTY AND ADDRESS		
			Key		l t Areas - aligr		of the school		
e de la companya de				Strategic Management					
				Curriculum and Instruction Management					
					nan Resource			ment	
			The second of	Building Partnership and Linkages					
				Resource Management					



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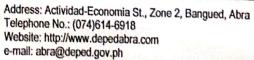
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		Objectives - aligned to OPCR and only those which contribute to continuity of learning Strategies - culled from the strategic objectives of the 4 pillars of the Sulong Edukalidad (see attached framework) and the Strategic Options (based from SWOT) 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 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 Timeline - specific date or month/s when the activity/ies will actually be implemented Resources - human, financial, and material needs of the activity/ies 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
VI	Monitoring Plan	 Per objective is applicable 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	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:

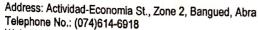
ATTACHMENT NUMBER	TITLE
1	Goal and Objectives
2	LCOP Framework
3	Approval Sheet
4	Sample Implementation Plan
5	Assessment Tool in Crafting SLCP
6	SLCP Monitoring Tool

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

GLORIA B. BUYA-AO Schools Division Superintendent







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