



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

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Office of the Schools Division Superintendent

January 12, 2021

DIVISION MEMORANDUM  
 No. 016 s.2021

Learning Delivery Modality Courses 1 and 2 Submission of Evaluation Forms

- To:** Chief Education Supervisors  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Secondary School Heads  
 Integrated School Heads  
 Heads of Elementary Central Schools  
 Concerned Head Teachers and Master Teachers

1. Pursuant to Regional Memorandum 413, s. 2020 – Extension in the Submission of LDM Course 1 and 2 Pre-implementation Outputs and Evaluation Forms, submission and/or consolidation of the following forms by the concerned personnel thru the specified link is reiterated:

LDM Course	Person Responsible	Forms/Required Document	Link
LDM 2 Teachers Part 1 and Evaluation	School LAC Leaders (School Heads and designated Teachers)	LDM 2 Forms 1a – Individual Report of Ratings of Teachers 1b – Summary of Ratings of Teachers	<a href="https://drive.google.com/drive/u/1/folders/1WglrQM_2BdY9Zkpk904XbykQd4d7G14V">https://drive.google.com/drive/u/1/folders/1WglrQM_2BdY9Zkpk904XbykQd4d7G14V</a>
LDM 2 School LAC Leaders Part 1 and Evaluation	SDO Instructional Coaches (PSDSs and EPSs and Designated HT or MT)	LDM 2 Forms 2a – Individual Report of Ratings of LAC Leaders 2b – Summary of LDM 2 Ratings of LAC Leaders	
	LDM 1 LAC Leaders AND LDM 2 Instructional Coaches (PSDSs and EPSs and Designated HT or MT)	Required OUTPUTS (Reflection, etc.)	
LDM 2 SDO Summary	SDO Form Managers (HRD and SMME)	LDM 2 Form 4 (Teachers) – Teachers Division Summary LDM 2 Form 4 (LAC Leaders) LAC Leaders Division Summary	



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2. The persons responsible shall submit the properly filled-out forms placing them in Labeled folders with the NAME OF THE SCHOOL (i.e. one folder/sub-folder for each form, including the outputs of LDM 1 LAC Leaders and LDM 2 Instructional Coaches), to the link provided in the table. Note that there are folders per district and a separate folder for the secondary. It is requested that these forms be uploaded in their designated folder links.

3. The pre-implementation outputs which will be part of the portfolio of the participants shall be validated and kept by their raters.

RATEE	RATER
Teacher	LAC Leader – School Head OR Designated Head Teacher or Master Teacher
LAC Leader - School Head OR Designated Head Teacher or Master Teacher	Instructional Coach – Designated Head Teachers or Master Teachers - Education Program Supervisors and Public Schools District Supervisors
Instructional Coach	Regional Coaches

4. NO PORTFOLIO SHALL BE UPLOADED TO THE LINK, ONLY THE REQUIRED FORMS.

5. The use of DepEd logo and DepEd seal in the LDM 2 documents should adhere to DepEd Manual of Styles (DMOS) and DepEd Service Marks and Visual Identity Manual (DSVIM) – DO 031, s. 2019.

6. All required forms and documents SHALL BE SUBMITTED TO THE LINK ON OR BEFORE JANUARY 20, 2021.

7. For immediate dissemination and compliance.

**GLORIA B. BUYA- AO**  
 Schools Division Superintendent

  
 SORAYA T. FACULO  
 Assistant Schools Division Superintendent



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