



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

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DIVISION MEMORANDUM  
 No. 398, s. 2021

November 10, 2021

**APPROVAL OF SCHOOL LEVEL ACTION PLANS  
 PREPARED BY TEACHING PERSONNEL**

To: Assistant Schools Division Superintendent  
 CID and SGOD Chiefs  
 Education Program Supervisors  
 Public Schools District Supervisors  
 School Heads, Elementary and Secondary  
 All Others Concerned

1. Pursuant to Republic Act 9155 and DepEd Order No. 83, s. 2012, to further strengthen the School-Based Management (SBM) practice and emphasize the centrality of learners, this Office hereby reiterates that action plans which are prepared by teachers covering ALL public school-level activities shall be **approved by the concerned school head** as aligned to his/her KRA 1 on the OPCRf. The school head as both an instructional leader and administrative manager, shall have the authority, accountability, and responsibility to approve and facilitate the smooth implementation of school related activities as stated in RA 9155 Section 7 (Powers, Duties and Functions-School Level).
2. According to RA 9155 under Section 2, *"The State shall encourage local initiatives for improving the quality of basic education. The State shall ensure that the values, needs and aspirations of a school community are reflected in the program of education for the children, out-of-school youth and adult learners. Schools and learning centers are empowered to make decisions to what is best for the learners they serve."* Therefore, approval of action plan related to programs, projects and services developed, adapted, and offered to fit local needs is on school level thus no longer required to be submitted for approval in the Division Office.
3. For information, guidance, and compliance with this Memorandum is directed.

**BENILDA M. DAYTACA EdD, CESO VI**  
 Assistant Schools Division Superintendent  
 OIC-Office of the Schools Division Superintendent

OSDS/BMD/sbb/DM- Approval of School Level Action Plans Prepared by Teaching Personnel



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