



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

4 JUNE 2020

DIVISION MEMORANDUM

No. 110 s. 2020

PREPARATION OF I-D-E-A LESSON EXEMPLARS

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. With reference to Regional Memorandum No.296 s. 2020 entitled Guidelines on the Preparation of PIVOT I-D-E-A Lesson Exemplars, this office informs the field on the timeline of activities in preparing PIVOT 4A Lesson Exemplar under the ICLeA Framework.
2. The guidelines aims to:
 - a. set directions on lesson exemplar preparations in the new normal
 - b. provide specific timeline in preparing lesson using the IDEA instructional process: and
 - c. allow teachers to be creative in designing lessons founded on the basic principles of varied learning modalities
3. The IDEA instructional process design is a refined format aligned on the DepEd Order No. 42, s. 2016 (Policy Guidelines on Daily Lesson Preparation for the K to 12 Curriculum) and in existing policies set on PPST-RPMS.
4. Lesson should also be anchored to PIVOT 4A Budget of Work (BOW) wherein Most Essential Competencies (MELC) and enabling competencies are mapped.
5. In designing PIVOT 4A lesson exemplars, all public elementary and secondary school teachers in the division may opt to prepare a lesson in:
 - a. daily basis
 - b. period weekly when MELCs and/or enabling competencies must be taught
6. The developed ADM modules, as learner-led materials, shall be strictly used in lesson planning.
7. At the end of each month, teachers are enjoined to develop supplementary materials, e.g. worksheets and/or activity sheets, to be used by learners after each lesson cycle based from the results of assessment activities.
8. Division Education Program Supervisor (EPS), is directed to prepare one lesson exemplar using the IDEA instructional process based from their specialization and the grade levels assigned to them to be submitted in Regional Office at clmd.calabarzon@deped.gov.ph



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9. In line with the preparation for the opening of classes on August 24, 2020, all public elementary and secondary school teachers SHALL prepare PIVOT lesson exemplars beginning June 8, 2020.

10. Attached is the enclosure for the Timeline of Activities on the preparation of IDEA Lesson Exemplars at the School and Division Level for the guidance of all concerned.

6. Immediate dissemination of this memorandum is desired.

Encl.:

As stated


ANIANO M. OGAYON, CESO V
Schools Division Superintendent

Enclosure

Activity	Persons Involved	Date	Expected Output
1. Preparation of PIVOT Lesson exemplars in all learning areas (Grade 8, 3 rd & 4 th quarter)	Curriculum Managers, EPS, School Heads, Teachers	June 8 – Aug. 14, 2020	Lesson Exemplars in Grade 8 prepared
Quarter 3	Curriculum Managers, EPS, School Heads, Teachers	June 8 – July 10, 2020	Lesson Exemplars in Grade 8 in 3 rd quarter prepared
Quarter 4	Curriculum Managers, EPS, School Heads, Teachers	July 13 – Aug. 14, 2020	Lesson Exemplars in Grade 8 in 4 th quarter prepared
a. Crafting of Lesson Exemplar (Grade 8, 3 rd and 4 th quarter)	Curriculum Managers, EPS, School Heads, Teachers	June 1-11, 2020	Lesson Exemplars Grade 8 3 rd and 4 th quarter prepared
b. Submission of Exemplar to reviewer/validator (Division of Tanauan City)	Curriculum Managers, EPS, School Heads, Teachers	June 11, 2020	Lesson Exemplars in Grade 8 reviewed
c. Review/Validation of Lesson exemplars (EPS) (Division of Tanauan City)	EPS	June 15-19, 2020	Lesson Exemplars in Grade 8 validated
d. Submission of validated exemplars to the RO (CID Chief)	CID Chief	June 19, 2020	Lesson Exemplars in Grade 8 submitted
e. Acceptance of Reviewed Lesson exemplars (CLMD)	CLMD	June 19, 2020	Lesson Exemplars in Grade 8 received by RO
2. Teachers' Preparation of their own PIVOT Lesson Exemplars to be used on their own contexts	Teachers	June 22, 2020	Lesson Exemplars in all learning areas and grade levels are downloaded by the teachers
a. Download developed lesson exemplars by EPS s (https://tinyurl.com/PIVOT4ACLMD)			

b. Teachers prepare PIVOT Lesson Exemplars	Teachers		Lesson Exemplars developed submitted to School Heads
Quarter 1 & 2	Teachers	June 8 – July 10, 2020	Lesson Exemplars for Quarter 1 & Quarter 2 prepared
Quarter 3 & 4	Teachers	July 13 – Aug 14, 2020	Lesson Exemplars for Quarter 3 & Quarter 4 prepared
c. School Heads, Teachers and/or Master Teachers checked PIVOT LE	School Heads, Teachers or MT		Lesson Exemplars checked by School Heads & MTs
Quarter 1 & 2	School Heads, Teachers or MT	June 8 – July 10, 2020	Lesson Exemplars for Quarter 1 and Quarter 2 developed
Quarter 3 & 4	School Heads, Teachers or MT	July 13 – Aug. 14, 2020	Lesson Exemplars for Quarter 3 & Quarter 4 developed
d. Submission of teachers' compliance report of PIVOT LE to SDO – CID	School heads		Compliance report submitted by school heads to CID
Quarter 1 & 2	School heads	July 13, 2020	Compliance report for Quarter 1 and Quarter 2 submitted to CID
Quarter 3 & 4	School heads	August 15, 2020	Compliance report for Quarter 3 and

			Quarter 4 submitted to CID
e. Submission of SDO compliance report on PIVOT LE to RO-CLMD	CID-Chief		Compliance report submitted to CLMD
Quarter 1 & 2	EPS, School Heads	July 17, 2020	Compliance report for Quarter 1 & 2 submitted to CLMD
Quarter 3 & 4	EPS, School Heads	August 20, 2020	Compliance report for Quarter 3 & 4 submitted to CLMD
Monitoring and Evaluation	CES, All EPS, EPSA, LRMDs	August 2020 to April 2021	M & E reports submitted



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