



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

16 JULY 2021

DIVISION MEMORANDUM

No. 298 s. 2021

PRESENTATION AND ALIGNMENT OF SCHOOL BE-LCP AND SDO BE-LCP

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

1. In line with DepEd Order No. 12, s. 2020 on the Adoption of the Basic Education Learning Continuity Plan In Light of the COVID-19 Public Health Emergency, this office announces a face-to-face meeting of select SDO Personnel and Public Elementary and Secondary School Heads, on **July 21, 2021**, at the Malagonlong Hall, SDO Tayabas City.

2. The meeting aims to capture how SY 2020-2021 has been and how SY 2021-2022 may be strategically planned and operationalized. Furthermore, this shall help harmonize and align school BE-LCPs and the SDO BE-LCP.

3. Please note that School Heads shall be clustered into 2.


Cluster No.	Time of Registration	Session
1	7:30 A.M.	8:00 – 12:00
2	12:30 Noon	1:00 – 5:00

4. A pre-work activity shall have been accomplished by each School Head on **July 20, 2021**, for consolidation purposes. The link for the pre-work is <https://tinyurl.com/be-lcpdocs>. A 10-slide, 5-minute presentation shall be done by each school head during the meeting. A printed copy of both SY 2020-2021 and SY 2021-2022, should be brought for references, during the session.

5. Attached are Enclosure 1 – List of Participants; Enclosure 2 – Programme Matrix and Enclosure 3 – Technical Working Group.

6. Widest dissemination of this Memorandum is desired.

Enc. As stated.


GERLIE M. ILAGAN, CESO VI
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent



Brgy. Pitol, Tayabas City



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Enclosure 1

LIST OF PARTICIPANTS

School Heads

CLUSTER 1		CLUSTER 2	
No.	Name	No.	Name
1.	Babylyn Olandes	1.	Adrian Naynes
2.	Larvin Labrada	2.	Cherry Hugo
3.	Alona Crisanto	3.	Ingrid Palad
4.	Teresa Andaya	4.	Corazon Oabel
5.	Arlene Pagana	5.	Girlie Abaricia
6.	Natalia Andaya	6.	Leonora De Rama
7.	Luz Pacaigue	7.	Alita Rodriguez
8.	Rowena Sabiduria	8.	Jeffrey Dimailig
9.	Waldymar Pasacsac	9.	Roderick Hugo
10.	Wenefredo Caagbay	10.	Cecilia R. Pingol
11.	Lorynel De Sagun	11.	Ronan Ranillo
12.	Julieta Labita	12.	Lea Cosico
13.	Dr. Joy B. Go	13.	Aldwin Capistrano
14.	Lea Clado	14.	Dr. Gener Delos Reyes
15.	Dennis Labita	15.	Michael Safred
16.	Honesto Caagbay	16.	Mary Grace Cabili
17.	Elpidia Palayan	17.	Evelyn Palambiano

SDO Personnel

No.	Name	No.	Name
1.	OIC-SDS Gerlie M. Ilagan	18.	Georgia P. Talabong
2.	OIC-ASDS Antonio P. Faustino Jr.	19.	Generosa F. Zubieta
3.	Edwin R. Rodriguez	20.	Teofila A. Ocumin
4.	Imelda C. Raymundo	21.	Ermelo A. Escobinas
5.	Conrado C. Gabarda	22.	Edna E. Eclavea
6.	Benjamin A. Millares	23.	Beatrice B. Salazar
7.	Josefina R. Oabel	24.	Maria Corazon A. Borbon
8.	Agnez M. Luzadas	25.	Joan Kathleen T. Brizuela
9.	Kendrick C. Cabriga	26.	Jaypee A. Escobar
10.	Joseph Jay U. Aureada	27.	Marife R. Lagar
11.	Christian J. Bables	28.	Nicole May R. Lagar
12.	Sancho C. Calatrava	29.	Alelie A. Padillo
13.	Louie L. Fullado	30.	Luzviminda E. Saludaes
14.	Mildred Z. Galleno	31.	Connie S. Sia
15.	Jerome L. Chavez	32.	Jerome A. Javin
16.	Sherwin C. Quesea	33.	Jobelle L. Maningas
17.	Luzviminda Cynthia Richelle F. Quintero		



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Enclosure 2

**PRESENTATION AND ALIGNMENT OF SCHOOL BE-LCP AND SDO BE-LCP
PROGRAM MATRIX**

JULY 21, 2021

TIME		ACTIVITIES
8:00 – 8:10	1:00 - 1:10	Opening Program
8:10 – 9:00	1:10 – 2:00	BE-LCP Framework, Master Plan and Key Dimension
9:00 – 11:30	2:00 – 4:30	Presentation of School's BE-LCP
11:30 – 11:50	4:30 – 4:50	Issues and Concerns
11:50 – 12:00	4:50 – 5:00	Closing Program



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Enclosure 3

**PRESENTATION AND ALIGNMENT OF SCHOOL BE-LCP AND SDO BE-LCP
PROGRAM MATRIX**

JULY 21, 2021

TECHNICAL WORKING COMMITTEE/ TERMS OF REFERENCE

Over-all Chairperson: OIC-SDS Gerlie M. Ilagan, CESO VI
Co- chairpersons: OIC-ASDS Antonio P. Faustino Jr.
SGOD Chief Edwin R. Rodriguez
CID Chief Imelda C. Raymundo

Committee	Person/s In-charge	Terms of Reference
L&D Management	Luzviminda E. Saludaes	<ul style="list-style-type: none">• Plan the conduct of the program• Prepare Training Design and Training Package• Coordinate with Top Management regarding the activity• Manage the conduct of L&D.• Gather data and information and analyze come up with recommendations for endorsement to SGOD Chief.• Monitor and evaluate the conduct of L&D and analyze data gathered from QATAME• Prepare and submit complete report (narrative report) to SGOD Chief
Planning	Marife R. Lagar	<ul style="list-style-type: none">• Plot the schedule of the activity.
Facilitators	Edwin R. Rodriguez Imelda C. Raymundo Marife R. Lagar Maria Corazon A. Borbon	<ul style="list-style-type: none">• Help Facilitate meeting, with the SDS



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Logistics/Certificate	Jerome Javin	<ul style="list-style-type: none"> • Prepares logistics and other resources needed in the implementation of the learning and Development • Prepares the Certificate
Technical	Beatrice Salazar	<ul style="list-style-type: none"> • Prepares/ collects and take charge in playing audio-visual presentations and material to be used during the activity. • Manages unexpected system glitches
QAME	Maria Corazon Borbon	<ul style="list-style-type: none"> • Prepares evaluation tool and conducts QATAME and gathers feedback
Moderator	Marife R. Lagar	<ul style="list-style-type: none"> • Coordinates with the Program Proponent regarding the contents and flow of the activity • Hosts the Opening Program Preliminaries to include the following: <ul style="list-style-type: none"> • Present Agenda outline • Discuss relevant session protocol. • Moderate Q&A sessions • Close out training-workshop
Budget and Finance Committee	Benjamin Millares & Agnes M. Luzadas	<ul style="list-style-type: none"> • Ensure the availability of fund • Allocate fund when appropriate • Provide oversight fiscal management and guidance in the conduct of the workshop

Support Staff	Jobelle L. Maningas	<ul style="list-style-type: none">• Assists in-charge of logistics in the provision of food, supplies, etc.• Ensures that the training venue is safe and that participants strictly adhere to minimum health standards
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