



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

04 AUG 2021

DIVISION MEMORANDUM

No. 331 s. 2021

ONLINE PRESENTATION OF BE-LCP OF SCHOOLS FOR SY 2021-2022

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

1. Relative to DepEd Order No. 12 s. 2020, this Office announces the conduct of Online Presentation of BE-LCP of Schools for SY 2021-2022 via Zoom on August 9 & 10, 2021.
2. The objectives of the activity are:
 - a. provide avenue for the assessment of 2020-2021 BE-LCP,
 - b. ensure readiness of schools for SY 2021-2022 through BE-LCP, and
 - c. identify the facilitating factors, gaps, causes of gaps and possible solutions as a basis for the provision of technical assistance.
3. In this activity, school heads and BE-LCP Coordinators/TWG are expected to prepare a maximum of 10-minute presentation of their BE-LCP. School Heads **must** upload their BE-LCP presentation in the assigned google drive to be sent to official email address.
4. Maximum of 4 participants per school can join in this virtual activity. For confirmation of attendance, please register on this link <https://tinyurl.com/pircumbelcp2021> not later than August 6, 2021, 5:00PM.
5. Attached are Enclosure 1 Program Matrix, Enclosure 2 List of Participants and Enclosure 3 Technical Working Group with Terms of Reference.
6. Immediate dissemination of this memorandum is desired.

GERLIE M. ILAGAN, CESO VI

Assistant Schools Division Superintendent
 OIC - Office of Schools Division Superintendent

Encl.: As stated



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Enclosure 1

PROGRAM MATRIX

August 9 & 10, 2021

Time	Activity	Person-in-Charge
8:00– 8:15	Registration	TWG
8:15 – 8:30	Opening Program	TWG
8: 30 – 10:00	BE-LCP Presentation	School Heads
10:00 – 10:15	HEALTHY BREAK	
10:15 – 12:00	BE-LCP Presentation	School Heads
12:00 – 1:00	LUNCH BREAK	
1:00 – 3:00	BE-LCP Presentation	School Heads
3:00 – 3:15	HEALTHY BREAK	
3:15 – 4:00	SYNTHESIS	TWG



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Enclosure 2

LIST OF PARTICIPANTS August 9, 2021				
No.	Name	Sex	Position	Unit
1.	Antonio P. Faustino Jr	M	OIC - ASDS	OSDS
2.	Imelda C. Raymundo	F	CID - Chief	CID
3.	Mildred Z. Galleno	F	EPS	CID
4.	Georgia P. Talabong	F	EPS	CID
5.	Edwin R. Rodriguez, Ed.D.	M	SGOD - Chief	SGOD
6.	Maria Corazon A. Borbon	F	SEPS- M & E	SGOD
7.	Luzviminda E. Saldares	F	SEPS-HRTD	SGOD
8.	Marife R. Lagar	F	PO III	SGOD
9.	Benjamin A. Millares	M	Budget Officer V	OSDS
10.	Agnes M. Luzadas	F	Accountant	OSDS
11.	Conrado C. Gabarda	M	AO V	OSDS
12.	Josefina R. Oabel	F	HRMO II	OSDS
13.	Kendrick C. Cabriga	M	ITO I	OSDS
14.	Corazon M. Oabel	F	P-I	East Palale ES
15.	Julieta M. Labita	F	EHT III	South Palale ES
16.	Rowena O. Sabiduria	F	P-I	Lawigue Elem Sch
17.	Babylyn Olandes	F	EHT III	Alsam Elem School
18.	Honesto P. Caagbay Jr.	M	P-I	West Palale ES
19.	Jeffrey G. Dimailig	M	TIC	Mate Elem School
20.	Wenefredo B. Baylongo	M	P-I	North Palale ES
21.	Lorynel De Sagun	F	EHT III	Pandakake ES
22.	Natalia A. Andaya	F	EHT III	Lakawan Elem Sch
23.	Roderick O. Hugo	M	P-I	Masin Elem Sch
24.	Joy B. Go, Ph.D.	F	P-III	Tayabas East CS I
25.	Cherry G. Hugo	F	P-I	Dapdap IS
26.	Teresa Andaya	F	P-I	Ilasan Elem School
27.	Aldwin Capistrano	M	EHT III	Valencia Elem Sch
28.	Evelyn R. Palambiano	F	P-I	West Palale NHS
29.	Michael M. Safred	M	HT III	RQMNHS
30.	Mary Grace M. Cabili	F	P-I	Buenaventura Alandy NHS
31.	Dr. Gener C. Delos Reyes	M	P-IV	Luis Palad Integrated High School



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LIST OF PARTICIPANTS August 10, 2021				
No.	Name	Sex	Position	Unit
1.	Antonio P. Faustino Jr	M	OIC - ASDS	OSDS
2.	Imelda C. Raymundo	F	CID - Chief	CID
3.	Mildred Z. Galleno	F	EPS	CID
4.	Georgia P. Talabong	F	EPS	CID
5.	Edwin R. Rodriguez, Ed.D.	M	SGOD - Chief	SGOD
6.	Maria Corazon A. Borbon	F	SEPS- M & E	SGOD
7.	Luzviminda E. Saldares	F	SEPS-HRTD	SGOD
8.	Marife R. Lagar	F	PO III	SGOD
9.	Benjamin A. Millares	M	Budget Officer V	OSDS
10.	Agnes M. Luzadas	F	Accountant	OSDS
11.	Conrado C. Gabarda	M	AO V	OSDS
12.	Josefina R. Oabel	F	HRMO II	OSDS
13.	Kendrick C. Cabriga	M	ITO I	OSDS
14.	Larvin O. Labrada	M	EHT I	Eugenio Francia ES
15.	Ingrid A. Palad	F	P-I	Domoit Elem School
16.	Girlye A. Abaricia	F	EHT II	F.E. Lopez ES
17.	Alona C. Crisanto	F	P-II	Gibanga Elem School
18.	Leonora L. De Rama	F	P-II	Ipilan-Alitao ES
19.	Waldymar E. Pasacsac	M	P-II	Kalumpang ES
20.	Cecilia R. Pingol	F	AP II	Potol Elem Sch
21.	Alita C. Rodriguez	F	OIC	Malao-a/Calantas ES
22.	Luz A. Pacaigue	F	EHT III	Lalo Elem School
23.	Adrian N. Naynes	M	TIC	Busal Elem School
24.	Ronan R. Ranillo	M	P-II	TWCS I
25.	Lea Cosico	F	EHT III	TWCS II
26.	Leah Clado	F	P-II	TWCS IV
27.	Dennis Labita	M	P-II	TWCS III
28.	Elpidia C. Palayan	F	P-II	Wakas Elem School
29.	Arlene D. Pagana	F	TIC	Katigan-Alupay ES

Enclosure 3

Technical Working Committee (TWC)

August 9 & 10, 2021

Over-all Chairperson: Gerlie M. Ilagan, CESO V
OIC - Schools Division Superintendent

Co- chairpersons: Antonio P. Faustino Jr.
OIC-Assistant Schools Division Superintendent
Dr. Edwin R. Rodriguez
Chief - SGOD

Committee	Person/s In-charge	Terms of Reference
Program Preparation/ Completion Report	Maria Corazon A. Borbon	<ul style="list-style-type: none"> • Prepares Training Design and other Training Package requirements. • Coordinates with SEPS-HRTD on other activity requirements. • Prepares and submits activity completion report (ACR) to SEPS-HRTD.
Over-all L&D Management including (Logistics)	Luzviminda E. Saludares	<ul style="list-style-type: none"> • Manages the conduct of L&D. • Analyzes gathered data and information to come up with recommendations for endorsement to SGOD Chief. • Monitors L&D activities. • Prepares and submits complete report (narrative report) to SGOD Chief • Leads the debriefing sessions. • Prepares memo/advisories. • Assists the proponent in the preparation of documentary requirements including but not limited to PR. • Oversees the cleanliness, sanitation, and orderliness in the venue/s. • Conducts on-site inspection of the venue prior to the conduct of the scheduled activities.
QAME	Maria Corazon A. Borbon	<ul style="list-style-type: none"> • Quality Assure the Activity Designs an L&D Package • Prepares evaluation tool and conduct QATAME and gather feedback. • Analyzes harvested feedback and recommended solutions and forwards to concerned units/offices.



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Resource Speakers/Facilitators	Maria Corazon A. Borbon Marife Lagar	<ul style="list-style-type: none"> • Lead/s the discussion of topics. • Facilitate/s workshop. • Attend/s engages in the debriefing sessions.
Support Staff/s	Jayron Baer	<ul style="list-style-type: none"> • Take/s pictures from the opening until closing programs. • Ensure/s that registration meals and attendance sheets are properly and completely accomplished. • Assist/s the session facilitators/s • Ensure/s that sound system and projectors are properly set up. • Manage/s unexpected system glitches.
Certificate	Jerome Javin	<ul style="list-style-type: none"> • Prepares Certificate of Participation and Appearance for the session speakers/facilitators, TWG members, and participants with complete attendance.
Moderator	Marife Lagar	<ul style="list-style-type: none"> • Coordinates with the Program Proponent regarding the contents and flow of the activity • Host 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 conference