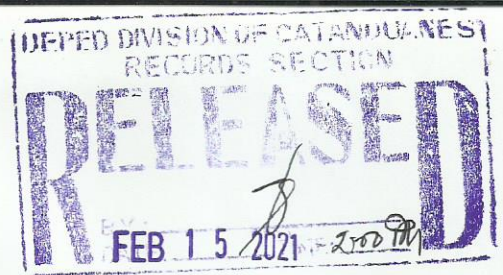




Republic of the Philippines
Department of Education
Region V – Bicol

SCHOOLS DIVISION OFFICE OF CATANDUANES



February 15, 2021

DIVISION MEMORANDUM
OSDS-CID-DM- 057 S. 2021

TO: CID, Chief Education Supervisor
Education Program Supervisors
Public Schools District Supervisors
Secondary and Elementary School Heads
All other concerned

SUBMISSION OF WEEKLY SCHOOL PROGRESS MONITORING REPORT ON SLM FOR THE IMPLEMENTATION OF BASIC EDUCATION-LEARNING CONTINUITY PLAN FOR SCHOOL YEAR 2020-2021

1. Per Unnumbered Regional Memorandum dated February 4, 2021, all Division Offices are required to fill up Central Office Google Sheet Link on School Divisions Progress Monitoring Report on Self Learning Modules for the Implementation of Basic Education-Learning Continuity Plan (BE-LCP) for School Year 2020-2021, especially on Self Learning Modules (SLMs).
2. Inline with the above requirement of the Department of Education, all schools are required to continue submitting such weekly report on Self-Learning Modules for consolidation in the Division for filling up the said Google Sheet Link.
3. School Heads shall spearhead the school report or may assign specific personnel who shall accomplish the needed requirement through the Division Link _____ . The said School Head shall identify one (1) permanent and one (1) alternative point person who will be responsible in ensuring the timely and correct submission of the needed information. See Enclosure 1. Point Person Recommendation Form, due tomorrow, February 16, 2021, @ jogenealilly.sanjuan@deped.gov.ph.
4. Attached is also Enclosure 2, Schedule of Submission of the BE-LCP School Progress Monitoring Report on SLM.
5. In case of the absence of internet connectivity, an offline soft copy in a flash drive shall be submitted to Ms. Jogene Alilly C. San Juan, PDO II at SDO-CID (LRMDS).
6. The progress monitoring template was designed as a response to the requirements of the management and oversight agencies relative to the actual implementation of the BE-LCP and the expenditure status of allotted funds for Self-Learning Modules.
7. Public School District Supervisors are also required to monitor the weekly submission of the report.

REC-DM-2021-00057

8. For information, guidance and strict compliance.

(Handwritten initials)
SUSAN S. COLLANO
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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Enclosure 1

Point Person Recommendation Form

Qualifications:

1. Will serve as the point person for the timely and correct submission of all the required data and shall be accessible during working hours in any available platform (email, mobile phones and social media accounts) in case there's an inquiry on their schools submission from the division office.
2. Well versed in the use of computers and Microsoft office application (e.g. Microsoft Excel and Google Sheet.)
3. Preferably engaged in the preparation of the previous School Readiness Report.
4. With working knowledge on areas, concerns, and indicators to be monitored.
5. In the absence of Permanent Point Person, Division Office, will communicate.

Permanent Point Person 1

Full Name:

Contact number/s:

Email address:

Office and Position:

Permanent Point Person 2

Full Name:

Contact number/s:

Email address:

Office and Position:

Recommended by:

Full Name and Signature
Position: School Head
Contact number:
Email address:

Noted:

Full Name and Signature
Position: PSDS/In-charge of the District
Contact number:
Email address:



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Enclosure 2

Schedule of Submission of the BE-LCP Progress Monitoring Report

Progress Report No.	Date of Submission (Cut-off time - every Wednesday)	
	Online Encoding (via Google Sheet)	Offline Submission (via downloadable template)
1st	February 11 to 16, 2021	February 17, 2021
2nd	February 18 to 23, 2021	February 24, 2021
3rd	February 25 to March 2, 2021	March 3, 2021
4th	March 4 to 9, 2021	March 10, 2021
5th	March 11 to 16, 2021	March 17, 2021
6th	March 18 to 23, 2021	March 24, 2021
7th	March 25 to 30, 2021	March 31, 2021
8th	April 1 to 6, 2021	April 7, 2021
9th	April 8 to 13, 2021	April 14, 2021
10th	April 15 to 20, 2021	April 21, 2021
11th	April 22 to 27, 2021	April 28, 2021
12th	April 29 to May 4, 2021	May 5, 2021
13th	May 6 to 11, 2021	May 12, 2021
14th	May 13 to 18, 2021	May 19, 2021
15th	May 20 to 25, 2021	May 26, 2021
16th	May 27 to June 1, 2021	June 2, 2021
17th	June 3 to 8, 2021	June 9, 2021
18th	June 10 to 15, 2021	June 16, 2021
19th	June 17 to 22, 2021	June 23, 2021
20th	June 24 to 29, 2021	June 30, 2021
21st	July 1 to 6, 2021	July 7, 2021
22nd	July 8 to 13, 2021	July 14, 2021
23rd	July 15 to 20, 2021	July 21, 2021