



Republic of the Philippines
Department of Education
Region V – Bicol

SCHOOLS DIVISION OFFICE OF CATANDUANES



February 22, 2021

DIVISION MEMORANDUM

OSDS-CID- DM- 065, s. 2021

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

RESET SCHEDULE OF FILLING UP OF GOOGLE SHEETS AND SUBMISSION OF SCHOOL PROGRESS REPORT ON SLMs ON THE IMPLEMENTATION OF BE - LCP

1. Please be informed that the Schedule of Submission of School Progress Report on the SLMs per Division Memo No.057 s. 2021 has been reset to allot more time to the division consolidation and early submission to the Regional Office every Thursday.
2. Encoding on the school level will be on Fridays, Mondays up to Tuesday morning.
3. School submission to the Division Office via Google Sheet Links will be on Tuesdays, 1-5 pm.
4. Division Google Sheets will be locked Wednesday 8 a.m. to start with the division consolidation up to Thursday 1p.m. and will be unlocked 2p.m. up to the next submission schedule of the following week.
5. Attached in Enclosure 1 is the Reset Schedule of Encoding and Submission of the SLMs Progress Monitoring Reports.
6. Technical concerns in filling up the Google Sheet may be directed to LRMDS Staff through the group chat of School Heads for LR.
7. In case of internet difficulty, softcopy of Elementary Progress Reports in USB or CD will be submitted offline to Ms. Peachie Roshele T. Chavez, Librarian II while softcopy of Junior and Senior High School Progress Report will be offline in CD or USB to Ms. Jogene Alilly C. San Juan, PDO II at CID office, Division of Catanduanes.
8. For information, guidance and compliance.

SUSAN S. COLLANO

Assistant Schools Division Superintendent
Officer-In-Charge

Office of the Schools Division Superintendent

Encl.:



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Enclosure 1

Reset Schedule of Encoding and Submission of the BE-LCP Progress Monitoring Project

Progress Report No.	Date of Submission (Cut-off time - every Tuesday 12:00 noon)	
	Offline / Online Encoding (via Google Sheet)	Offline/ Online Submission (via downloadable template)
1st	February 11 to 16, 2021	February 17, 2021
2nd	February 18 to 22, 2021	February 23, 2021
3rd	February 24 to March 1, 2021	March 2, 2021
4th	March 3 to 8, 2021	March 9, 2021
5th	March 10 to 15, 2021	March 16, 2021
6th	March 17 to 22, 2021	March 23, 2021
7th	March 24 to 29, 2021	March 30, 2021
8th	April 1 to 5, 2021	April 6, 2021
9th	April 7 to 12, 2021	April 13, 2021
10th	April 14 to 19, 2021	April 20, 2021
11th	April 21 to 26, 2021	April 27, 2021
12th	April 28 to May 3, 2021	May 4, 2021
13th	May 5 to 10, 2021	May 11, 2021
14th	May 12 to 17, 2021	May 18, 2021
15th	May 19 to 24, 2021	May 25, 2021
16th	May 26 to May 31, 2021	June 1, 2021
17th	June 2 to 7, 2021	June 8, 2021
18th	June 9 to 14, 2021	June 15, 2021
19th	June 16 to 21, 2021	June 22, 2021
20th	June 23 to 28, 2021	June 29, 2021
21th	June 30 to 5, 2021	July 6, 2021
22th	July 7 to 12, 2021	July 13, 2021
23th	July 14 to 19, 2021	July 20, 2021