DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE - CAR
JAN 0 8 2024
TIME 10:15

January 07, 2024

REGIONAL MEMORANDUM
No. 015.2025

TEMPLATES FOR OPERATIONAL PLAN FOR THE APPLICATIONS OF PUBLIC SCHOOLS ON REGULATORY AND DEVELOPMENTAL SERVICES

To: Schools Division Superintendents
        School Governance Operations Division (SGOD) Chiefs
        Division Review Evaluation Committee (DREC) Members
        All others concerned

1.   This Office through the Quality Assurance Division (QAD) reiterates the use of an operational plan template for submitting documents for Public Schools on Regulatory and Developmental Services including the Establishment, Merging, Conversion of Public Schools, the Separation of School Annexes, and Senior High School Programs.

2.   This aims to ensure that all applications should be submitted following the template guide for an operational plan to facilitate immediate action from this office.

3.   The templates will be effective for these January 2025 applications.

3.   Attached is the template form for preparing an operational plan in processing the requests for the applications of public schools on Regulatory and Developmental Services.

4.   Immediate dissemination and strict compliance of this memorandum to all concerned is desired.
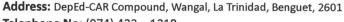
ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/Regional Director

QAD/CDBJr/LMA – Operational Plan - Public Regulatory Services

OPERATIONAL PLAN TEMPLATES

CONVERSION/INTEGRATION, MERGING, ESTABLISHMENT OF SCHOOLS, AND SENIOR HIGH SCHOOL PROGRAMS

A. Curriculum Delivery

Subject to be Taught/Grade Level	Objective/s	Supervisory Activities	Delivery Mode	Expected Outputs

B. Learners

Grade Level	Objective/s	Activities	Strategies	Expected Outputs

C. Teaching Personnel

Teacher Needs (learning area/specialization)	Objective/s	Strategies	Funding Source	Results/Outputs

D. Physical Facilities

Indicators	No. of Needs	Source	Remarks
A. Instructional Room			
B. Laboratories			
C. Furniture (Teachers' Table, Armchairs, Learner's Tables, etc.)			
D. Others			

E. LRs/LMs

Type of reference	Needs	Source	Remarks