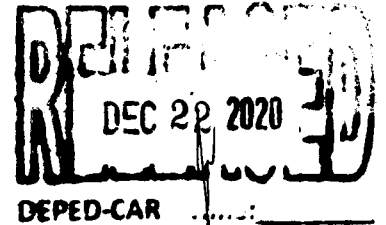




Republic of the Philippines
Department of Education
Cordillera Administrative Region



December 21, 2020

REGIONAL MEMORANDUM
NO. 413.2020

**EXTENSION IN THE SUBMISSION OF LEARNING DELIVERY MODALITY(LDM)
COURSE 1 AND 2 PRE-IMPLEMENTATION OUTPUTS AND EVALUATION
FORMS**

**TO: Assistant Regional Director
Regional CES, EPS
Schools Division Superintendents
All SDO LDM Form Managers
All SGOD Chiefs, EPS Chiefs, PSDS, EPS, HRDD SEPS, EPSp II
Elementary and Secondary School Heads
Elementary and Secondary Teachers
All Others Concerned**

1. In cognizant of the Memorandum OSEC-NEAPOD-OM-2020-1253 entitled Extension in the Submission of LDM 2 Outputs and Evaluation Forms dated November 25, 2020, and the program evaluation review conducted with the different Schools Division Offices (SDO) last November 27, 2020, the following reminders and extension of dates of submission are to be in effect in the completion of the LDM1 and LDM2 pre-implementation outputs and evaluation forms.
2. The designated SDO LDM Form Managers shall assure the submission of the LDM1 Forms 1a and 1b, LDM2 Forms 1a and 1b, 2a and 2b as reflected in their designated folder links. They shall make sure that the summary be reflected in the Form 4 for School Heads, Teachers and LAC Leaders respectively, and be uploaded to the designated folder links to be accessed for evaluation and validation of the Regional Quality Assurance Division.
3. The designated SDO LDM1 LAC Leaders and LDM2 Instructional Coaches shall submit their required outputs to the designated folder links for evaluation of Regional Supervisors designated as Coaches.
4. The Regional Supervisors designated as Coaches shall submit their evaluation of the LDM1 LAC Leaders using the LDM1 Form 2a and 2b, while their evaluation of the LDM2 Instructional Coaches using the LDM2 Form 3a and 3b.
5. The SDO – Human Resource Division shall submit a list of the LDM1 LAC Leaders and LDM2 Instructional Coaches with the template in MS Excel format for monitoring and evaluation on or before December 28, 2020 to the official Human Resource Development Division email address: hrdd.depedcar@gmail.com.



Address: Wangal, La Trinidad, Benguet, 2601
Telephone No: (074) 422 – 1318 | Fax No.: (074) 422-4074
Website: www.depedcar.ph | Email Address: car@deped.gov.ph



ISO 9001:2015 Certified
Quality Management System
DE-50500784 QM15

DIVISION	LDM1 LAC LEADERS		LDM2 INSTRUCTIONAL COACHES	
	Name	No. of School Heads Handled	Name	No. of LAC Leaders Handled
E.g. Abra	1		1	
	2		2	
	

6. The Regional Quality Assurance Division shall validate and consolidate the Forms 4 of all SDO, and provide the National Educators Academy of the Philippines in the Region (NEAPR) a list of compliant teachers, school heads and LAC Leaders for the preparation of certificates of participation and completion.

7. The NEAPR shall forward the list and evaluation summary to the NEAP Central.

8. The following deadlines are to be in effect in the submission of pre-implementation outputs and evaluation forms. The SDO Form Managers shall monitor the compliance to the said extension of deadline.

LDM COURSE	Person Responsible	Forms	Deadline
LDM1 School Heads Part 1 & Evaluation	SDO LAC Leaders	LDM1 Forms 1a and 1b	December 23, 2020
LDM1 LAC Leaders Output	SDO LAC Leaders	LAC Reports or Reflections	December 28, 2020
LDM1 SDO Summary	SDO Form Managers	LDM1 Form 4	December 28, 2020
LDM1 LAC Leaders Evaluation	Regional Coaches	LDM1 Forms 2a and 2b	January 6, 2020
LDM1 Regional Summary	Quality Assurance Division	List of School Heads	January 8, 2021
LDM2 Teachers Part1 & Evaluation	School LAC Leaders	LDM2 Forms 1a and 1b	December 28, 2020
LDM2 School LAC Leaders Part 1 and Evaluation	SDO Instructional Coaches	LDM2 Forms 2a and 2b	January 4, 2021
LDM2 SDO Summary	SDO Form Managers	LDM2 Form 4 (Teachers) LDM2 Form 4 (LAC Leaders)	January 6, 2021
LDM2 Instructional Coaches Output	Regional Coaches	LDM2 Forms 3a and 3b	January 6, 2021
LDM1 Regional Summary	Quality Assurance Division	List of Teachers, LAC Leaders	January 13, 2021

9. The pre-implementation outputs which will be part of the portfolio of the participants shall be validated and kept by their raters. No implementation outputs or portfolio of School Heads, Teachers and School LAC Leaders be submitted to the Regional Office. Only the evaluation forms and reflection outputs of LDM1 LAC shall



be submitted to the Regional Office of school heads shall be up to the SDO LAC Leaders, the same way that the LDM2 pre-implementation outputs of teachers and The following are the identified Schools Division Form Managers who shall make sure that the submission and compliance to the required LDM 1 and LDM2 Outputs are completely reflected and existing in the folder links created by the NEAP Central for the Region, Division Offices and Schools.

DIVISION	Monitoring and Evaluation Unit	Schools Governance and Operations Division
Abra	Lorna B. Llaneza EdD Dante Barbero	Lemuel B. Dickson, EdD Deo M. Ramos
Apayao	Arlyn M. Ventura Joanne Christine M. Sabadao	Bernie A. Gamiao Nick L. Tumaneng
Baguio City	Jocelyn C. Coldeg Arian C. Bangse-il	Jovelyn T. Balantin Asuncion C. Saguid
Benguet	Virginia V. Basatan Elmer R. Sagubo	Xylene Grail D. Kinomis Corazon C. Quipot
Ifugao	Cecilia Kitong Joel M. Gulgulway	Jacqueline C. Lunag Juanito Padawan, Jr.
Kalinga	Maribel D. Latawan Neva Jane A, Atiwag	Valentine G. Palattao Fredelita B. Sangdaan
Mt. Province	Jeanie Claire F. Bocalan Anthony P. Berto	Abegail Labanet W. Tumapang Ching E. Kilakil
Tabuk City	Federico C. Flores Jr. Kenneth A. Atiwag	Maria Medea C. Vallejo Joan A. Reyes
Regional Office	Quality Assurance Division Maksim A. Botilas Georgina Ducayso	

10. The Regional Coaches for the LDM Course 1 and 2 shall be restructured as follows to comply with the Regional Office initiatives to harmonize the supervisors handling the different SDOs.

DIVISION	TEAM LEADER	TEAM MEMBERS
Abra	Maksim Botilas	Bryan Hidalgo & Romulo Basa
Apayao	Ethielyn Taqued	Annie Rose Cayasen & Angela Apopot
Baguio City	Aida Payang	Edgar Madlaing and Alfredo Lanas
Benguet	Atty. Sebastian Tayaban	Patricio Dawaton, Denia Tarnate, Sasha Joseph Daganos & Clemente Bandao
Ifugao	Engr. Christopher Hadsan	Jonalyn Ambrona, Marjory Valdez & Nover Mente
Kalinga	Edgardo Alos	Jeanie Claire Piggangay, Florence Balictan and Nover Mente
Mt. Province	Carmel Meris	Thelma Dalay-on & Rosita Agnasi
Tabuk City	Jennifer Ande	Asterio Madalla, Leonardo Aquino

11. The evaluation process shall strictly follow the given criteria and rubrics. A LAC Session maybe conducted for raters to come up with a consensus in the understanding and provision of scores.

12. The links for evaluation process and forms have been provided to the SDO HRD during the orientation with the NEAP Central and during the HRDD Year-end Performance Review.

13. For queries and additional information, please contact the HRDD CES Jennifer P. Ande or Dexter B. Andres through the telephone number (074) 424-5167 or cellular number 09493656360.

14. Immediate and widest dissemination of this Memorandum to all concerned is strictly required.


ESTELA L. CARIÑO EdD, CESO IV
Regional Director 

/HRDD/JPA/dean