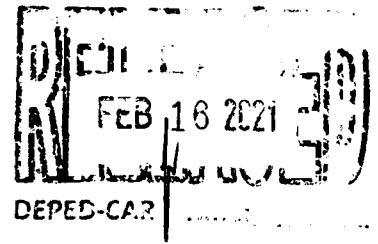




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



February 16, 2021

REGIONAL MEMORANDUM

No. 061.2021

**SUBMISSION OF WEEKLY PROGRESS MONITORING REPORT ON THE
IMPLEMENTATION OF THE BASIC EDUCATION-LEARNING CONTINUITY
PLAN (BE-LCP) FOR SCHOOL YEAR 2020-2021**

TO: OIC-Assistant Regional Director
Schools Division Superintendents
All Schools Division Offices
All Others Concerned

1. Pursuant to the Memorandum signed by Undersecretary Jesus L.R. Mateo dated February 1 and in harmonization with Regional Memorandum No. 416, s. 2020 entitled "Submission of Weekly Status Report on Printing and Delivery of Quarter 2 Self-Learning Modules", this Office reiterates the submission of pertinent reports, described here as Weekly Progress Monitoring Reports on the Implementation of the BE-LCP for SY 2020-2021.

2. The reports shall serve as source of relevant and crucial data needed to manage and ensure that the education of our learners will remain smooth and efficient as defined in DepED Order no. 12, s. 2020 on the Adoption of Basic Education Learning Continuity Plan.

3. This is also in 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.

4. The following mechanisms shall guide the Schools Division Offices in this endeavor:

a. The SDO Assistant Schools Division Superintendent shall be the Permanent Point or Focal Person to ensure that their respective reports are accurately and efficiently accomplished and submitted.

b. Assign Alternate Focal persons and an Encoder to assist in the timely and accurate submission of the reports needed. Please submit names following the reference and template in Enclosure 1. Only the SDO authorized focal and encoders shall be given access to this regional link:
<https://tinyurl.com/BElcpweeklyreport>

CLMD/CFM/rca



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



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c. The following reports shall be updated weekly following the template in the Google sheet to be shared through a regional link. The different reports shall be gathered from specific Offices as stated:


NEEDED REPORT	SDO UNIT CONCERNED
Self-Learning Module (SLM), K to Grade 10	Curriculum and Implementation Division (Learning Resources Management Section)
Learner Support Aide (LSA) and Non-teaching and Teaching Personnel	School Governance and Operations Division (Human Resource Development Section; School Management Monitoring and Evaluation Section; Planning and Research Section)
School-Based Feeding Program (SBFP)	SGOD (School Health Section)
External Partnership (Data)	SGOD (Social Mobilization and Networking Section)

d. All needed reports must be encoded in the google sheets every Tuesday to give time to the RO focal and encoder to review and consolidate. Specific schedules are tabled in Enclosure 2.

e. SDO reports are linked with the Regional Office only. The RO is accountable in ensuring that needed reports are complete and accurate before final submission to the Central Office every Thursday.

5. Should there be any queries and/or clarifications, please feel free to contact 422-7096 or CLMD Chief Carmel Meris at carmel.meris@deped.gov.ph or LRMDs EPS-Focal Rosita Agnasi at rosita.agnasi@deped.gov.ph.

6. Immediate and widest dissemination of and compliance with this Memorandum is directed.


ESTELA L. CARIÑO EdD, CESO III
Director IV/Regional Director
2/16/2021



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Enclosure 1:

Terms of Reference and Template for SDO Focal Person

Qualifications of SDO Focal Persons:

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 submission by the Regional Office.
2. Well versed in the use of computers and Microsoft Office applications (e.g. Microsoft Excel and Google Sheet)
3. Preferably engaged in the preparation of the previous Readiness Report.
4. With working knowledge on areas, concerns, and indicators to be monitored.
5. In the absence of the Permanent Point Person, the Regional Office will communicate.

Permanent Focal Person:

Full Name: _____
Contact Number/s: _____
Email Address: _____
Office and Position: _____

Alternate Focal Person 1:

Full Name: _____
Contact Number/s: _____
Email Address: _____
Office and Position: _____

Alternate Focal Person 2 (Encoder):

Full Name: _____
Contact Number/s: _____
Email Address: _____
Office and Position: _____

Recommended by:

Full Name and Signature: _____
Position: _____



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Enclosure 2:

Schedule of Online Submission to the Regional Office

Weeks	Submission Dates
1st Week	Done already
2nd Week	ongoing
3rd Week	February 23
4th Week	March 2
5th Week	March 9
6th Week	March 16
7th Week	March 23
8th Week	March 30
9th Week	April 6
10th Week	April 13
11th Week	April 20
12th Week	April 27
13th Week	May 4
14th Week	May 11
15th Week	May 18
16th Week	May 25
17th Week	June 1
18th Week	June 8
19th Week	June 15
20th Week	June 22
21st Week	June 29
22nd Week	July 6
23rd Week	July 13
24th Week	July 20