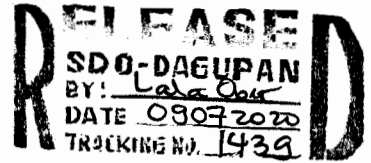




Republic of the Philippines  
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REGION I  
 SCHOOLS DIVISION OFFICE OF DAGUPAN CITY

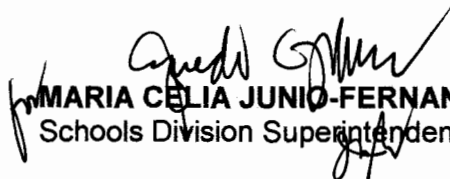
Office of the Schools Division Superintendent



**DIVISION MEMORANDUM**

No. 106, s. 2020

**TO:** All Chief Education Supervisors  
 All Education Program Supervisors  
 All Public Schools District Supervisors  
 Division Field Staff  
 All others concerned

**FROM:**  **MARIA CELIA JUNIO-FERNANDEZ, EdD, MDM-SEC**  
 Schools Division Superintendent

**DATE:** September 7, 2020

**SUBJECT:** ROLES, RESPONSIBILITIES AND PROCEDURES FOR THE SUBMISSION OF OUTPUTS ON THE LEARNING DELIVERY MODALITIES (LDM) 2 COURSE OF INSTRUCTIONAL COACHES AND TEACHERS

In compliance to Regional Memorandum No. 487, s. 2020 re: *Procedure for the Submission of Outputs on the Learning Delivery Modalities (LDM) 2 Course of Instructional Coaches and Teachers*, all schools are enjoined to create LAC groups and submit the list and outputs (to be submitted by LAC Leaders) of each group using the template in the link:

<https://tinyurl.com/LDM2implementers> for groupings (on or before September 10, 2020)

<https://tinyurl.com/LDM2OutputsSDOFile> for outputs (same with Regional deadlines)

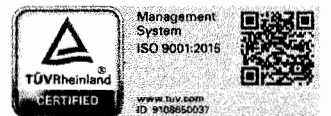
**Cluster 1 Coaches:** Dr. Debbie Gan      Dr. Agnes Bacugan  
 Dr. Jaime Siapno      Dr. Liezl Cancino  
 All Principal III & IV  
 All Secondary Assistant Principal  
 All Secondary Head Teachers

**Assistant Coaches:** All Elementary Principal I, Principal II and Head Teachers may be assigned when needed.

**LAC Leaders:** Master Teachers (Elementary Principal 1, Principal II and Head Teachers may be assigned when needed.)



Address: DepEd SDO, Burgos St., Dagupan City  
 Telephone No.: (075)615-2645/(075)615-2641  
 Email Address: dagupan.city@deped.gov.ph





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REGION I  
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**Cluster 2:** Dr. Alicia Quimboy Dr. Rosalind Lomibao  
Dr. Rowena Lapaan Dr. Chery Cayabyab  
All Principal III & IV  
All Secondary Assistant Principal  
All Secondary Head Teachers

**Assistant Coaches:** All Elementary Principal I, Principal II and Head Teachers may be assigned when needed.

**LAC Leaders:** Master Teachers (Elementary Principal 1, Principal II and Head Teachers may be assigned when needed.)

**Cluster 3:** Dr. Ophelia Vergonia Dr. Alfred Gonzales  
Dr. Ronie Bonao Dr. Sheryl Villacorta  
All Principal III & IV  
All Secondary Assistant Principal  
All Secondary Head Teachers

**Assistant Coaches:** All Elementary Principal I, Principal II and Head Teachers may be assigned when needed.

**LAC Leaders:** Master Teachers (Elementary Principal 1, Principal II and Head Teachers may be assigned when needed.)

**Cluster 4:** Dr. Leonarda Manansala Dr. Liberty Roxas  
Dr. Jane Cajayon Dr. Socorro Dimalanta  
All Principal III & IV  
All Secondary Assistant Principal  
All Secondary Head Teachers

**Assistant Coaches:** All Elementary Principal I, Principal II and Head Teachers may be assigned when needed.

**LAC Leaders:** Master Teachers (Elementary Principal 1, Principal II and Head Teacher may be assigned when needed.)

**Cluster 5:** Dr. Isabelita Daroya Dr. Marissa Perez  
Dr. Perpetua Barongan Dr. Gemma Erfelo



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All Principal III & IV

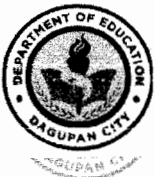
All Secondary Assistant Principal

All Secondary Head Teachers

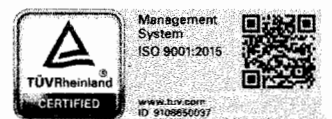
**Assistant Coaches:** All Elementary Principal I, Principal II and Head Teachers may be assigned when needed.

**LAC Leaders:** Master Teachers (Elementary Principal 1, Principal II and Head Teacher may be assigned when needed.)

For information and guidance.



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Republic of the Philippines  
**Department of Education**  
 REGION I

JEPED REGIONAL OFFICE I

**RELEASED**

SEP 03 2020

BY: *[Signature]* 08875

Office of the Regional Director

SEP 03 2020

REGIONAL MEMORANDUM

No. 487, s. 2020

**PROCEDURE FOR THE SUBMISSION OF OUTPUTS ON THE LEARNING DELIVERY MODALITIES (LDM) 2 COURSE OF INSTRUCTIONAL COACHES AND TEACHERS**

To: Schools Division Superintendents  
 Regional Technical Assistance Providers and Coaches  
 All Others Concerned

1. In relation to the capacity building component of the Basic Education Learning Continuity Plan, the National Educators Academy of the Philippines (NEAP) is implementing the Learning Delivery Modalities (LDM) 2 Course for Instructional Coaches and Teachers.
2. The LDM 2 Course for Instructional Coaches and Teachers aims to provide guidance to the field officials in making informed decisions related the implementation of the different learning modalities appropriate to their context.
3. For clarity of roles and procedures, attached are the responsibilities of personnel involved in the submission of the outputs of LDM 2, list of minimum requirements, and its implementation procedures.
4. Should you have any further clarifications or concerns, please contact the National Educators Academy of the Philippines - Region 1 (NEAP-R1) through neap.region1@deped.gov.ph or the Human Resource Development Division (HRDD) through email hrdd.region1@deped.gov.ph/ call tel. No. 072-682-23-24 loc. 122.
5. Immediate dissemination of this Memorandum is desired.



DepEd RO1



*[Signature]*  
**TOLENTINO G. AQUINO**  
 Director III  
 Officer-In-Charge  
 Office of the Regional Director

Reference: Memorandum-NEAP-OD- Memo-2020-0608

To be indicated in the Perpetual Index  
 under the following subjects  
 Basic Education Training Programs

HRDD/DCB/mtb/hkmv  
 September 1, 2020

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 Telephone Number: (072) 607-8137 / 682-2324  
 Email Address: region1@deped.gov.ph | Website: www.depedro1.com



**PROCEDURE FOR THE SUBMISSION OF LDM 2 OUTPUTS OF  
INSTRUCTIONAL COACHES AND TEACHERS**

1. The roles and responsibilities of the concerned personnel in the submission of training outputs are detailed in the table below.

Table 1- Roles and Responsibilities in the Evaluation of Training Outputs

<b>ROLE</b>	<b>Personnel Concerned</b>	<b>RESPONSIBILITIES</b>
<b>MEMBERS, Participants</b>	<b>Instructional Coaches</b> (EPS, PSDS, P3, P4, Assistant Principals, Head Teachers in the Secondary)	Submit outputs per module to the LAC leader for checking of its completeness.
	<b>Teachers</b> (Master Teachers and Teachers I-III)	Submit outputs per module to the prescribed online link using personal e-mail account upon advice of the LAC Leader.
<b>LAC LEADER</b>	Designated EPS and PSDS (for Instructional Coaches)	Ensure the conduct of the LAC Session for Instructional Coaches  Collect and checks the completeness of LDM2 outputs of LAC members.  Advise the LAC members to submit their individual outputs in the prescribed link.
	Master Teacher (for Teachers)	Ensure the conduct of the LAC Session for teachers  Collect and checks the completeness of LDM2 outputs of LAC members  Advise the LAC members to submit their individual outputs in the prescribed link.

<b>ROLE</b>	<b>Personnel Concerned</b>	<b>RESPONSIBILITIES</b>
	<p>Note:</p> <ol style="list-style-type: none"> <li>1. P1, P2 and Head Teachers in the Elementary may be assigned as LAC leaders when needed. However, they are not required to submit outputs for modules of LDM 2 course.</li> <li>2. Head Teachers in the Secondary, and Assistant Principals may be assigned as LAC leaders are required to accomplish the outputs for LDM2 course intended for Instructional Coaches.</li> </ol>	<p>Ensure the conduct of the LAC Session for teachers</p> <p>Collect and checks the completeness of LDM2 outputs of LAC members</p> <p>Advise the LAC members to submit their individual outputs in the prescribed link.</p>
<p>COACHES/ TA PROVIDER</p>	<p><b>Instructional Coaches</b> (PSDS, EPS, P3, P4, Head Teachers in the Secondary and Assistant Principals)</p> <p>Note:</p> <ol style="list-style-type: none"> <li>1. P1 P2, and Head Teachers in the Elementary may be designated as Assistant Coaches in schools/districts/divisions when needed. However, they are not required to submit outputs for LDM2 course.</li> <li>2. Coaches may be assigned to another district as needed.</li> <li>3. Head Teachers and Assistant Principals shall serve as coaches to Master Teachers.</li> </ol>	<p>Provide technical assistance to the LAC Groups of Teachers through the LAC Leaders</p> <p>Monitor submission of outputs of LAC Groups</p> <p>Serve as the Evaluators of Outputs of Teachers utilizing the prescribed Criteria</p> <p>Submit module output on the scheduled date</p>

<b>ROLE</b>	<b>Personnel Concerned</b>	<b>RESPONSIBILITIES</b>
ASSIGNED REGIONAL/ NATIONAL TECHNICAL ASSISTANCE/ COACHES THROUGH THE RFTAT	Regional Supervisors CO Specialists NEAP OUCI Bureaus and Offices Educ. Forum Partners	Validate, if needed, the outputs of Instructional Coaches submitted by LAC leaders or Division/District Coaches  Collect and evaluate Portfolio of Instructional Coaches

2. All of the modules are accessible through the following links:
  - Instructional Coaches: [bit.ly/ldm2modules4coaches](http://bit.ly/ldm2modules4coaches)
  - Teachers: [bit.ly/ldm2modules](http://bit.ly/ldm2modules)
3. All activities in the modules must be accomplished by the participants as these shall serve as inputs in accomplishing the specified requirements per module.
4. The participants must submit all the required module outputs summarized in the table below.

<b>Module</b>	<b>Instructional Coaches</b>	<b>Master Teachers and Teachers I-III</b>
Module 1	<ul style="list-style-type: none"> <li>• Individual Learning Plan</li> <li>• LAC Schedule</li> <li>• LAC Roles Organizer to Instructional Coach</li> </ul>	<ul style="list-style-type: none"> <li>• Individual Learning Plan</li> <li>• LAC Schedule</li> <li>• LAC Form 1 (LAC Leader)</li> <li>• LAC Form 2 and 3 (LAC Facilitator)</li> <li>• LAC Form 4 (LAC Members)</li> </ul>
Module 2	<ul style="list-style-type: none"> <li>• List of Assigned Schools</li> <li>• LAC Roles Organizer for Teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Unpacking of a Sample MELC of their Subject Area</li> </ul>
Module 3A	<ul style="list-style-type: none"> <li>• List of targeted learner interventions</li> <li>• Learning tasks for DL</li> <li>• Assessment methods in DL</li> <li>• Weekly Home Learning Plan for one (1) subject</li> <li>• Individual Learning Monitoring Plan for a student who lags behind in completing the learning tasks</li> </ul>	<ul style="list-style-type: none"> <li>• List of targeted learner interventions</li> <li>• Learning tasks for DL</li> <li>• Assessment methods in DL</li> <li>• Weekly Home Learning Plan for one (1) subject</li> <li>• Individual Learning Monitoring Plan for a student who lags behind in completing the learning tasks</li> <li>• LAC 3 Session Report (LAC Facilitator)</li> </ul>

Module	Instructional Coaches	Master Teachers and Teachers I-III
	<ul style="list-style-type: none"> <li>LAC 3 Teacher Engagement Report</li> <li>LAC 3 Session Report</li> </ul>	<ul style="list-style-type: none"> <li>LAC 4 Teacher Engagement Report (LAC Member)</li> </ul>
Module 3B	<ul style="list-style-type: none"> <li>LR Concerns Template</li> <li>LR Assessments with Reflections</li> </ul>	<ul style="list-style-type: none"> <li>Two (2) accomplished LR Rapid Assessment Tools with reflections</li> </ul>
Module 4	<ul style="list-style-type: none"> <li>TA/Coaching Plan For Effective LDM 2 Learning for Teachers</li> <li>TA Activities Documents</li> </ul>	<ul style="list-style-type: none"> <li>Finalized LDM Individual Development Plan (produced after discussion during LAC)</li> </ul>

- All the modules must be studied independently. Activities must be accomplished prior to the conduct of the LAC Sessions. LAC Sessions shall focus on the LDM2 course topics.
- Electronic submission is preferred due to restrictions in travel and face-to-face interaction. Schedule of submission of activities per Module is as follows:
  - Beta-Testers: September 9, 2020
  - Full Implementers: September 28, 2020
  - Instructional Coaches: October 2, 2020
- Each participant shall put together all his/her individual outputs per module in a zip file to be submitted through the link (refer to the attached sheet) provided per module upon the advice of the LAC leader. **Submission is per module basis.** File Name: SDO \_\_\_ District \_\_\_ Module\_\_ <Full Name>
- It is recommended that participants keep their own copies of the outputs to be organized into a portfolio at the end of the training period for future use and reference as MOVs for IPCRF.
- SDOs (through the HR SEPS and EPS II) are advised to submit the master list of LAC groups with their LAC Leaders and Coaches on or before September 11, 2020
- Instructional Coaches should monitor the weekly submission of outputs by keeping a record. Status report shall be submitted every Friday of each week through this e-mail: [neap.region1@deped.gov.ph](mailto:neap.region1@deped.gov.ph). (Refer to Attachment for the template)
- The SDOs are encouraged to make decisions appropriate to the school/district/division context to ensure the successful implementation of the LDM2 course.



Attachment 1

**Template 1  
Status Report**

**Division:** \_\_\_\_\_

**Date:** \_\_\_\_\_

No. of Participants Enrolled in the Course	No. of Participants who Submitted their Outputs									
	LDM 2 MODULES									
	1	%	2	%	3A	%	3B	%	4	%

**Template 2  
Monitoring Report**

**Division:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Name	Designation	School	LDM 2 Modules				
			1	2	3A	3B	4

*\*Put a check mark on the outputs submitted*



Republic of the Philippines  
**Department of Education**  
 REGION I

Office of the Regional Director  
 Attachment 2

**ONLINE LINK FOR THE INSTRUCTIONAL COACHES**

Module	Module Title	Online Link
1	Course Orientation	<a href="http://tiny.cc/LDM2Sup1">tiny.cc/LDM2Sup1</a>
2	Planning for the Implementation of LDM2 for Teachers	<a href="http://tiny.cc/LDM2Sup2">tiny.cc/LDM2Sup2</a>
3A	Lesson Design and Assessment in the Modalities	<a href="http://tiny.cc/LDM2Sup3A">tiny.cc/LDM2Sup3A</a>
3B	Learning Resources	<a href="http://tiny.cc/LDM2Sup3B">tiny.cc/LDM2Sup3B</a>
4	Technical Assistance and Coaching in Learning LDMs	<a href="http://tiny.cc/LDM2Sup4">tiny.cc/LDM2Sup4</a>

Note: These links are accessible to CO and RO coaches.

**ONLINE LINK FOR THE MASTER TEACHERS AND TEACHER I-III**

Division	Module 1	Module 2	Module 3A	Module 3B	Module 4
Alaminos City	<a href="http://tiny.cc/LDM2ACT1">tiny.cc/LDM2ACT1</a>	<a href="http://tiny.cc/LDM2ACT2">tiny.cc/LDM2ACT2</a>	<a href="http://tiny.cc/LDM2ACT3A">tiny.cc/LDM2ACT3A</a>	<a href="http://tiny.cc/LDM2ACT3B">tiny.cc/LDM2ACT3B</a>	<a href="http://tiny.cc/LDM2ACT4">tiny.cc/LDM2ACT4</a>
Batac City	<a href="http://tiny.cc/LDM2BCT1">tiny.cc/LDM2BCT1</a>	<a href="http://tiny.cc/LDM2BCT2">tiny.cc/LDM2BCT2</a>	<a href="http://tiny.cc/LDM2BCT3A">tiny.cc/LDM2BCT3A</a>	<a href="http://tiny.cc/LDM2BCT3B">tiny.cc/LDM2BCT3B</a>	<a href="http://tiny.cc/LDM2BCT4">tiny.cc/LDM2BCT4</a>
Candon City	<a href="http://tiny.cc/LDM2CCT1">tiny.cc/LDM2CCT1</a>	<a href="http://tiny.cc/LDM2CCT2">tiny.cc/LDM2CCT2</a>	<a href="http://tiny.cc/LDM2CCT3A">tiny.cc/LDM2CCT3A</a>	<a href="http://tiny.cc/LDM2CCT3B">tiny.cc/LDM2CCT3B</a>	<a href="http://tiny.cc/LDM2CCT4">tiny.cc/LDM2CCT4</a>
Dagupan City	<a href="http://tiny.cc/LDM2DCT1">tiny.cc/LDM2DCT1</a>	<a href="http://tiny.cc/LDM2DCT2">tiny.cc/LDM2DCT2</a>	<a href="http://tiny.cc/LDM2DCT3A">tiny.cc/LDM2DCT3A</a>	<a href="http://tiny.cc/LDM2DCT3B">tiny.cc/LDM2DCT3B</a>	<a href="http://tiny.cc/LDM2DCT4">tiny.cc/LDM2DCT4</a>
Ilocos Norte	<a href="http://tiny.cc/LDM2INT1">tiny.cc/LDM2INT1</a>	<a href="http://tiny.cc/LDM2INT2">tiny.cc/LDM2INT2</a>	<a href="http://tiny.cc/LDM2INT3A">tiny.cc/LDM2INT3A</a>	<a href="http://tiny.cc/LDM2INT3B">tiny.cc/LDM2INT3B</a>	<a href="http://tiny.cc/LDM2INT4">tiny.cc/LDM2INT4</a>
Ilocos Sur	<a href="http://tiny.cc/LDM2IST1">tiny.cc/LDM2IST1</a>	<a href="http://tiny.cc/LDM2IST2">tiny.cc/LDM2IST2</a>	<a href="http://tiny.cc/LDM2IST3A">tiny.cc/LDM2IST3A</a>	<a href="http://tiny.cc/LDM2IST3B">tiny.cc/LDM2IST3B</a>	<a href="http://tiny.cc/LDM2IST4">tiny.cc/LDM2IST4</a>
La Union	<a href="http://tiny.cc/LDM2LUT1">tiny.cc/LDM2LUT1</a>	<a href="http://tiny.cc/LDM2LUT2">tiny.cc/LDM2LUT2</a>	<a href="http://tiny.cc/LDM2LUT3A">tiny.cc/LDM2LUT3A</a>	<a href="http://tiny.cc/LDM2LUT3B">tiny.cc/LDM2LUT3B</a>	<a href="http://tiny.cc/LDM2LUT4">tiny.cc/LDM2LUT4</a>
Laoag City	<a href="http://tiny.cc/LDM2LCT1">tiny.cc/LDM2LCT1</a>	<a href="http://tiny.cc/LDM2LCT2">tiny.cc/LDM2LCT2</a>	<a href="http://tiny.cc/LDM2LCT3A">tiny.cc/LDM2LCT3A</a>	<a href="http://tiny.cc/LDM2LCT3B">tiny.cc/LDM2LCT3B</a>	<a href="http://tiny.cc/LDM2LCT4">tiny.cc/LDM2LCT4</a>
Pangasinan I	<a href="http://tiny.cc/LDM2P1T1">tiny.cc/LDM2P1T1</a>	<a href="http://tiny.cc/LDM2P1T2">tiny.cc/LDM2P1T2</a>	<a href="http://tiny.cc/LDM2P1T3A">tiny.cc/LDM2P1T3A</a>	<a href="http://tiny.cc/LDM2P1T3B">tiny.cc/LDM2P1T3B</a>	<a href="http://tiny.cc/LDM2P1T4">tiny.cc/LDM2P1T4</a>
Pangasinan II	<a href="http://tiny.cc/LDM2P2T1">tiny.cc/LDM2P2T1</a>	<a href="http://tiny.cc/LDM2P2T2">tiny.cc/LDM2P2T2</a>	<a href="http://tiny.cc/LDM2P2T3A">tiny.cc/LDM2P2T3A</a>	<a href="http://tiny.cc/LDM2P2T3B">tiny.cc/LDM2P2T3B</a>	<a href="http://tiny.cc/LDM2P2T4">tiny.cc/LDM2P2T4</a>
San Carlos City	<a href="http://tiny.cc/LDM2SCCT1">tiny.cc/LDM2SCCT1</a>	<a href="http://tiny.cc/LDM2SCCT2">tiny.cc/LDM2SCCT2</a>	<a href="http://tiny.cc/LDM2SCCT3A">tiny.cc/LDM2SCCT3A</a>	<a href="http://tiny.cc/LDM2SCCT3B">tiny.cc/LDM2SCCT3B</a>	<a href="http://tiny.cc/LDM2SCCT4">tiny.cc/LDM2SCCT4</a>
San Fernando City	<a href="http://tiny.cc/LDM2SFCT1">tiny.cc/LDM2SFCT1</a>	<a href="http://tiny.cc/LDM2SFCT2">tiny.cc/LDM2SFCT2</a>	<a href="http://tiny.cc/LDM2SFCT3A">tiny.cc/LDM2SFCT3A</a>	<a href="http://tiny.cc/LDM2SFCT3B">tiny.cc/LDM2SFCT3B</a>	<a href="http://tiny.cc/LDM2SFCT4">tiny.cc/LDM2SFCT4</a>
Urdaneta City	<a href="http://tiny.cc/LDM2UCT1">tiny.cc/LDM2UCT1</a>	<a href="http://tiny.cc/LDM2UCT2">tiny.cc/LDM2UCT2</a>	<a href="http://tiny.cc/LDM2UCT3A">tiny.cc/LDM2UCT3A</a>	<a href="http://tiny.cc/LDM2UCT3B">tiny.cc/LDM2UCT3B</a>	<a href="http://tiny.cc/LDM2UCT4">tiny.cc/LDM2UCT4</a>
Vigan City	<a href="http://tiny.cc/LDM2VCT1">tiny.cc/LDM2VCT1</a>	<a href="http://tiny.cc/LDM2VCT2">tiny.cc/LDM2VCT2</a>	<a href="http://tiny.cc/LDM2VCT3A">tiny.cc/LDM2VCT3A</a>	<a href="http://tiny.cc/LDM2VCT3B">tiny.cc/LDM2VCT3B</a>	<a href="http://tiny.cc/LDM2VCT4">tiny.cc/LDM2VCT4</a>

Note:

1. Outputs must be checked by the LAC Leaders as to completeness prior to submission of Outputs.
2. Staggered submission is highly discouraged.
3. These links are accessible to the Division Instructional Coaches

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