



APR 08 2015

DIVISION MEMORANDUM

No. 202, s. 2015

REGIONAL GUIDELINES IN THE PREPARATION OF DAILY LESSONS

To: Assistant Superintendent
Education Supervisors/Coordinators
District Supervisors/OICs/Caretakers
Elementary and Secondary School Heads

1. For the information and guidance of all concerned, attached herewith, is Regional Memorandum No. 168, s. 2015, entitled, "Regional Guidelines in the Preparation of Daily Lessons".
2. Immediate dissemination of and strict compliance with this Memorandum is directed.

ARDEN D. MONISIT, ED.D.
Schools Division Superintendent

ADM/rng15

Telephone Numbers

Schools Division Superintendent:	(032) 255-6405	Website: www.depedcebuprovince.com
Asst. Schools Division Superintendent:	(032) 520-3216 loc 104	E-mail Add: depedcebuprovince@yahoo.com
	(032) 520-3216 loc 102 or Fax /tel. no. 238-4628 (Mr. Roseller Gelig)	
Accounting Section:	(032) 254-2632 (Mrs. Gervacia Sanchez)	
Disbursing Section:	(032) 255-4401 (Ms. Ma. Teresa Peralta)	
Admin/Legal:	(032) 253-7847 (Mr. Jeremy Denampo)	



March 13, 2015

REGIONAL MEMORANDUM

No. 168, s. 2015

REGIONAL GUIDELINES IN THE PREPARATION OF DAILY LESSONS

To: Regional Functional Areas

Schools Division Superintendents
Assistant Schools Division Superintendents
Education Program Supervisors
Public Schools District Supervisors
Elementary/Secondary School Heads
Elementary/Secondary School Teachers
All Others Concerned

1. Cognizant of the need to synchronize efforts on the provision of quality teaching and learning experiences in and out of the classrooms, the following guidelines based on instructional supervision feedback and report on technical assistance shall be observed by all in SY 2015-2016 opening of classes and thereafter;
 - a) Those who have been newly-hired and have accumulated below two years of teaching experience either in the private schools or as substitute teacher shall be required to prepare daily lesson plans with the following parts:
 - a. Objectives
 - b. Subject Matter
 - c. Procedure
 - d. Assessment and
 - e. Assignment
 - b) Those who have been newly hired and have accumulated two years or more teaching experience either in the private schools or as substitute teachers but are assigned in grades one, two or three and secondary grades 7, 8, and 9 will be required to prepare daily lesson plans, with similar parts enumerated above. This is to ensure that the competencies on synchronization of inputs and results is clear both on the teachers and school heads.
 - c) Those who have stayed in the service for more than two years but are newly-assigned to teach grades one to three and grades 7 to 9 will be required to prepare daily lesson plans due to the novelty of the experience which will affect extent of familiarity on the competencies to be taught and the diverse learners being handled. The length of stay in the service does not always guarantee mastery in the preparation of functional lesson plans especially if the teacher is newly assigned to those grades now covered with the K to 12 curriculum.

d) Those who will be trained this Summer 2015 to teach grades 4 and 10, the newness of the competencies coverage, the needed learners' materials on a one to one correspondence and the timeliness of the teaching guides availability among the schools demand preparation of a daily lesson plan.

DepEd order No. 70, s. 2012 adoption of daily lesson logs will apply to the following:

a) Teachers more than two years in the service handling grades five and six provided that Teaching Guides of the Basic Education Curriculum (BEC) in the subjects handled are with the teachers on a daily basis when reference check is made those materials are readily available.

b) Regional Memorandum No. 95, s. 2015 entitled "Utilization of Instructional Plans (iPlans) indicated that in the fourth rating period of grades 1, 2, 7, and 8, Instructional Plans (iPlans) have been made and distributed to the field so teachers more than two years in the service already handling grades 1, 2, 7, and 8 in a number of years may adopt the daily lesson logs with the possession of the complete set of iPlans on the subject handled. The first to third rating period, daily lesson logs maybe adopted only when the following are present:

- Teaching guides with budget competency outlay for the 3 rating periods
- Last year lesson plans with remarks at the end of the lesson signifying success or failure of the lesson delivery

c) Teachers in grade nine as an entry year for the initial preparation of the specialization track that the students may choose after graduation necessitates careful planning therefore the teacher may adopt daily lesson log only if these conditions are present;

- Complete set of teaching guides and learner's materials are available in the teacher's possession on a one to one basis
- Adjustments in the delayed arrival of learning materials have been provided by the schools
- Education Program Supervisors have distributed locally spirally arranged competencies outline and content-enriched materials to each teacher in grade 9 and have conducted orientation among grade 9 teachers on how to use them

If these conditions are not present, then, grade 9 teachers are required to prepare daily lesson plans regardless on number of years of teaching experience.

2. DepEd Order No. 70, s. 2012 promotes balance utilization of time in the application of instructional delivery preparatory skills and efficiency and effectiveness of teachers in delivering what they have prepared. It is not meant to free teachers from the burden of good lesson preparation. Success in teaching depends on how well the teachers have prepared what to deliver for the set of pupils/students under his/her care.

3. K to 12 curriculum has reached grades 4 and 10 as partial implementation therefore a lot of adjustments is needed to ensure quality and relevance. DepEd Order No. 70, s. 2012 provides an opening to use decentralization processes (RA 9155) in the most productive way not to be used as a gauge to abdicate what needed to be done. The assumption that the longer the teacher stays in the service, the more the teacher becomes proficient in teaching had been negated by many indicators. It behooves, then, on the school officials in the educational hierarchy how functional is the monitoring mechanism established among schools and

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4. Attached is DepEd Order No. 70, s. 2012, for reference. Attention is called to paragraph No. 2 which implies availability first of the needed materials as guide for teachers prior to implementing Paragraph No. 3. Your school inventory of the materials which arrived from Central Office, its adequacy and timeliness will tell whether your school is prepared to implement Paragraph No. 3 of DepEd Order No. 70, s. 2012.

5. For widest dissemination and compliance.


JULIET A. JERUTA, Ph.D.
Director III
Officer-in-Charge
Office of the Regional Director

JAJ/cjmm



Republic of the Philippines
Department of Education

AUG 13 2012

DepEd ORDER
No. **70**, s. 2012

GUIDELINES ON THE PREPARATION OF DAILY LESSONS

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Schools Division/City Superintendents
Heads, Public and Private Elementary and Secondary Schools
All Others Concerned

1. Beginning School Year (SY) 2012-2013, teachers of all public elementary and secondary schools will have more time for the preparation of necessary support instructional materials and student-centered activities as the Department of Education (DepEd) adopts flexibility in the preparation of daily lessons.

2. Teachers' Guides (TGs) have been prepared for teachers of Grades 1 and 7 in the K to 12 Curriculum and the same will be done for succeeding grades. Likewise, there are available Teachers' Manuals (TMs), textbooks and supplementary materials for use by teachers in the different year levels.

3. To enable the teachers to do other meaningful teaching-related tasks, which include, but not limited to preparing instructional aids, assessing learners' portfolios and conducting learning interventions, the following **Guidelines on the Preparation of Daily Lessons (DLs)** are issued:

a. Teachers who have been in the service for more than two (2) years, private school experience included, shall not be required to prepare detailed lesson plans (DLPs). They may adopt the Daily Lesson Logs (DLLs) which contain the following entries:

- **Lesson** as cited in the TG/TM reference materials with the page/s number;
- **Learners' Material** used such as Activity Sheets, Modules, other materials with the page number reference;
- **Remarks** indicating number of learners within mastery level; number of learners needing enrichment/refinement lessons; and
- **Other activities** include the interventions given to the pupils/students who did not master the lesson(s) in the previous day.

b. Teachers with less than two (2) years teaching experience shall be required to prepare DLPs which shall include the following:

- Objectives;
- Subject Matter;
- Procedure;
- Assessment; and
- Assignment.

c. Teachers may make modification of/or deviation from the TGs/TMs whenever necessary to suit the learners' ability provided that the learning standards and competencies are met. They are encouraged to enhance the TGs to provide activities that will develop higher thinking skills.

d. DLPs/DLLs shall be written in the language of the TGs/TMs. Grade 1 teachers need not translate them to the Mother Tongue (MT). However, the use of MT as medium of instruction must be strictly followed.

4. A sample DLLs Form is provided in the enclosure.
5. Immediate dissemination of and strict compliance with this Order is directed.



BR. ARMIN A. LUISTRO FSC
Secretary

Encl.:

As stated

Reference:

N o n e

To be indicated in the Perpetual Index
under the following subjects:

CURRICULUM
POLICY
TEACHING AIDS
TEACHERS

DepEd Order No. 70, s. 2012)

SUGGESTED DAILY LESSON LOG

DAILY LESSON LOG					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Date: _____ Lesson/s: References: Teacher's Guide pp. _____ Teacher's Manual pp. _____ Learners' Material Used: Textbook pp. _____ Module pp. _____ Remarks: No. of Learners within mastery level _____ No. of Learners needing remediation/ reinforcements _____ Other Activities: _____					
Subject / Learning Topic: Mathematics					

Enclosure to DepEd Order No. 70, s. 2012)

SUGGESTED DAILY LESSON LOG

		DAILY LESSON LOG				
Grade _____	Subject / Learning Area	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Example: Mathematics	<p>Date: _____</p> <p>Lesson/s: References: Teacher's Guide pp. ____ Teacher's Manual pp. ____</p> <p>Learners' Material Used: Textbook pp. ____ Module pp. ____</p> <p>Remarks: No. of Learners within mastery level ____ No. of Learners needing remediation/ reinforcements ____ Other Activities: _____</p>					