



**August 20, 2015**

**DIVISION MEMORANDUM**

No. 518, s. 2015

**WORK FLOW ON THE DEVELOPMENT AND PRODUCTION OF iPLANS**

**To: Assistant Superintendent  
Division Supervisors/Coordinators  
District Supervisors/OICs  
Elementary and Secondary School Heads**

1. Attached is Regional Memorandum No. 502, s. 2015, entitled, **“Work Flow on the Development and Production of iPlans.”**
2. All expenses incurred during the activities conducted in line with the Publishing of iPlans are chargeable against **Division HRTD Funds**, while traveling expenses of iPlan writers shall be chargeable against **Local/School MOOE Funds**, subject to the usual accounting and auditing rules and regulations.
3. This Memorandum serves as Authority to Travel.
4. Immediate dissemination of and strict compliance with this Memorandum is directed.

**ARDEN D. MONISIT, Ed.D.**  
Schools Division Superintendent

Telephone Numbers:

Schools Division Superintendent:	(032) 255-6405
Asst. Schools Division Superintendent:	(032) 414-7457
Accounting Section:	(032) 254-2632
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REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON**  
DEPARTMENT OF EDUCATION  
**REHIYON VII, GITNANG VISAYAS**  
REGION VII, CENTRAL VISAYAS  
Sudlon, Lahug, Cebu City



AUG 18 2015

**REGIONAL MEMORANDUM**

No. **502**, s. 2015

**WORK FLOW ON THE DEVELOPMENT AND PRODUCTION OF iPLANS**

To : Schools Division Superintendent/OICs  
CID Chiefs  
Regional Chiefs

1. With the aim of publishing the crafted Instructional Plans (iPlans) in the DepED Learning Resource Management and Development System (LRMDS) Portal for easy access and utilization of the teachers in Region 7, the following **Work Flow on the Development and Production of iPlans** is hereby issued for the information, guidance, and compliance of all concerned.

**Work Flow on the Development and Production of iPlans**

Step No.	Area/Focus	Activities/Deliverables	Timeline	Persons Responsible	Expected Output/Milestones
1	Organization of Schools Division LRMDS Auxiliary Teams (AuxTeam) by Learning Area	Issuance of Memorandum of identified members of the SDO LRMDS AuxTeams	August 24, 2015	CID Chief All EPSSs	List SDO LRMDS AuxTeams per Learning Area Composition: Head – Subject Area EPS/Coordinator Members - 4 Elementary Subject Matter Experts (SME) - 4 Secondary Subject Matter Experts (SME) <i>Note: Members are NOT iPlan Writers</i>
2	Evaluation of v.01 iPlans by AuxTeams	Distributing and Evaluating the iPlans using LRMDS Dev't & Production tools and instruments	August 28, 2015	CID Chief LRMDS AuxTeams	Evaluation report
3	Revision of iPlan based on evaluation results	Review and editing of iPlans	September 11, 2015	CID Chief LRMDS AuxTeams	v.02 iPlans

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; 255-4542 Field Technical Assistance Division (FTAD),  
Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323  
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239  
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;  
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367  
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

*“ EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat ”*

4	Pilot Testing of iPlans  (Guidelines to follow)	5 teachers from different schools (2-large, 2-medium, 1-small – rural/urban) actually teaching the subject pilot the iPlans	September 15, 2015	CID Chief LRMDS AuxTeams School Heads	Accomplished Pilot Test Form submitted to CID Chief
5		Consolidation of comments and suggestions of Pilot Teachers by AuxTeams	September 25, 2015	CID Chief LRMDS AuxTeams	Pilot Test results
6	Revision of iPlan based on Pilot Test results	Review and editing of iPlans	October 2, 2015	CID Chief LRMDS AuxTeams	v.03 iPlans
7	Packaging of iPlans	Submission of v.03 iPlans to RO	October 9, 2015	CID Chief LRMDS AuxTeams	v.03 iPlan Package (with complete appendices) submitted through email to: <a href="mailto:region7@deped.gov.ph">region7@deped.gov.ph</a> attention Mr. Misael G. Borgonia
8	QA of v.03 iPlan	IPR, Educational Soundness and Technical Evaluation	October 14, 2015	LRMDS Team of RO	v1.0 - Published iPlans in the LRMDS Portal

**Work Flow on Writing and Publishing of Unfinished iPlans**

Step No.	Area/Focus	Activities/Deliverables	Timeline	Persons Responsible	Expected Output/Milestones
1	Writing of iPlans	Development of new or unfinished iPlans	August 28, 2015	CID Chiefs Writers	v.01 iPlan
Follow steps 2-7 of iPlan Publishing Work Flow					


2. For reference, the Assignment of Schools Divisions to Quality Assure iPlans, and Registry/Directory of Division iPlan Publishing Core Team are contained in the following enclosures:

- a. Enclosure No. 1 – Assignment of Schools Divisions to Quality Assure iPlans in all Learning Areas
- b. Enclosure No. 2 - Registry/Directory of Division iPlan Development and Production Core Team

3. Considering the number of iPlan writers, the following SDOs shall take charge in the refinement of the Grade One 4<sup>th</sup> Quarter iPlans:

- Cebu City – English, MTB-MLE
- Cebu Province – Filipino
- Bohol – MAPEH, AP
- Negros Oriental – EsP, Math

4. The iPlans, Pilot Test Forms, and List of iPlan Writers and Editors will be transmitted to each Schools Division through email. (**Attention:** CID Chiefs)
5. Schools Division Superintendents are directed to facilitate the smooth conduct of the abovementioned activities, and ensure that outputs are submitted to this Office **on or before October 9, 2015**.
6. All expenses incurred on activities conducted in line with the Publishing of iPlans are chargeable against **Division HRTD Funds**, while traveling expenses of participants shall be charged to **Local/School MOOE Funds** subject to the usual accounting and auditing rules and regulations.
7. For inquiries, you may contact Dr. Emiliano B. Elnar, Jr. or Mr. Misael Borgonia of the Human Resource Development Division (HRDD), DepED RO7 at Tel. No. (032) 414 7324.
8. Immediate dissemination of this Memorandum is desired.

  
**JULIET A. JERUTA**  
Director III  
Officer-In-Charge

JA/EBE./mgb

**ASSIGNMENT OF SCHOOLS DIVISIONS TO QUALITY ASSURE IPLANS  
IN ALL LEARNING AREAS**

<b>Grade Level</b>	<b>Schools Divisions</b>	<b>Number of Writers</b>
2	Bais City	6
	Bayawan City	12
	City of Bogo	6
	Bohol	18
	Carcar City	6
	Cebu City	12
3	Cebu Province	18
	Danao City	12
	Dumaguete City	12
	Guihulngan City	6
	Lapu-lapu City	12
	Mandaue City	12
4	City of Naga	6
	Negros Oriental	18
	Siquijor	6
	Tagbilaran City	12
	Talisay City	12
	Tanjay City	6
7	Toledo City	12
	Bais City	7
	Bayawan City	14
	City of Bogo	7
	City of Naga	7
8	Carcar City	7
	Siquijor	14
	Tagbilaran City	7
	Talisay City	7
	Tanjay City	7
9	Toledo City	7
	Lapu-lapu City	14
	Mandaue City	14
	Bohol	18
10	Negros Oriental	18
	Cebu City	18
	Cebu Province	18
	Danao City	7
	Dumaguete City	14
Guihulngan City	7	

Learning Area	Grade Level/s	Number of Writers						
		Bohol	Cebu	Cebu City	Dumaguete City	Lapu-lapu	Mandaue	Neg. Or.
MTB-MLE	2	2	2	1	1	1	1	2
	3	2	2	1	1	1	1	2
Science	3	2	2	1	1	1	1	2
	4	2	2	1	1	1	1	2
EPP	4	2	2	1	1	1	1	2

**REGISTRY/DIRECTORY OF DIVISION IPLAN DEVELOPMENT AND PRODUCTION CORE TEAM**

Division	School/Office	School/Office Address	Last Name	First Name	Middle Name	Sex	Position/Designation	Contact Number	Email Address
Bais	Panam-angan Elementary School	Barangay Panam-angan, Bais City	Jordan	Janice Gail	Anaro	Female	School Head/Teacher I	9353425218	cjordan30@gmail.com
Bais	Javier Lavina Memorial High School	Barangay Cabanlutan, Bais City	Jabonillo	Cristy	Montecillo	Female	School Head/Teacher In-Ch	9066057019	cyraiahtassandramrmt@gmail.com
Bais	Bais City Schools Division	Laurel Street, Bais City	Panganiban	Maria Ligaya	Galera	Female	Acting LR/MDS Coordinator	9184215798	maria.panganiban016.deped@gmail.com
Bais	Bais City Schools Division	Laurel Street, Bais City	Luba	Jocelyn	Espacilla	Female	EPS I	9286393523	jocelynr1ba@yahoo.com
Bayawan	Bayawan City STEC	Cabacbon Hills, Banga, Bayawan City	Igos	Luisa	Hisona	Female	Principal I	9356206668	dangex_1605@yahoo.com
Bayawan	Omod Elementary school	Maninlon, Bayawan City	Llandres	Emily	Nemenzo	Female	Principal I	9265950878	emily_landres@yahoo.com
Bogo	Division of City of Bogo	St. Joseph Village Cogan, Bogo City	Guardario	Lourdessita	Padroza	Female	EPS-LR/MDS	9275135453	lguardario@yahoo.com
Bogo	Don Pedro Elem. School	Don Pedro Rodriguez Bogo City, Cebu	Binoya	Rochelle	Lepitan	Female	Principal II	9162613463	ethoo_rh034@yahoo.com
Bogo	Bogo Central School II	San Vicente St., Bogo City, Cebu	Abellana	Nevida	Ursai	Female	Principal 3	9063087640	abellananevida@gmail.com
Bogo	Binaag NHS/Depled Bogo	Binaag, Bogo City, Cebu	Unabai	Christopher	Ancejas	Male	T-III / School Caretaker	9178655843	chris_una@yahoo.com
Bogo	Bogo Division	Bogo City	Garcia	Myrna	Andales	Female	EPS	9173199948	dongrent@yahoo.com
Bohol	Division Office	New Capitol Site, Tagbilaran City	Maboloc	Jupiter	Inalern	Male	PSDS-Representative to Cur	909173E+11	dcpbho@yahoo.com
Bohol	DIVISION OF BOHOL	NEW CAPITOL SITE, TAGBILARAN CITY	CIMENI	MARITES	MANGMANG	Female	T-III	9308935491	lness_mangmang@yahoo.com
Bohol	Tabalong NHS	Tabalong, Dausi, Bohol	PIZARRAS	ELMER	RAMO	Male	SSP-I	9153757863	elmerpizarras@gmail.com
Bohol	Ubay Central ES I	Poblacion, Ubay, Bohol	Gallia	Rainelda	Bangot	Female	Principal 3	9	lneprncipal3ps@yahoo.com
Carcar	Carcar Central Elementary School	P. Nellas St.Pob.III, Carcar City, Cebu	Powao	MaryJana	Jadormeo	Female	Principal	9425625509	maryjanajadormeo@yahoo.com
Cebu City	LR/MDS UNIT	Imus Ave., Cebu City	HARAYO	VANESSA	LASACA	Female	LR/MDS COORDINATOR	9268988468	vanessa.harayo@deped.gov.ph
Cebu Province	Badian nhs	badian, Cebu	purgatorio	caminda	caballero	Female	principal	9177069557	adinaoac142@gmail.com
Cebu Province	Catara Integrated School	Catara Liloan Cebu	Cobrado	Janelle	Pepito	Female	Principal I	9323721402	joycobrado@gmail.com
Cebu Province	Promotional	Lahug, Cebu City	Wagas	Isleash	Tariao	Male	Div. Coordinator	932262065	wif765@yahoo.com
Danao	Division of Danao City	Upland National Road, Poblacion, Danao City	Jacoba	Valentin	Lavares	Male	Education Program Sup	9323014118	jacobe_val@yahoo.com
Danao	Division of Danao City	Upland National Road, Poblacion, Danao City	Yonez	Lilia	Ramos	Female	Chief, CID	9224841308	lhl_dex@yahoo.com
Danao	Batiang NHS	Batiang, Danao City	Siaras	Mark	Hora	Male	School Head	9222140635	mark_siaras@yahoo.com
Danao	Sacsac Elementary School	Sacsac, Danao City	Hinay	Caroline	Magalano	Female	School Head	9255869966	caolinetinay@yahoo.com
Dumaguete	Dumaguete City South District	District Function Hall, West City Elem. School	Tundag	Sofia	Aranza	Female	Principal II	915827347	sofiatundag2@gmail.com
Dumaguete	Division Office	Tacloban High School Compound	Maquiling	Victoria	Albina	Female	EPS-LR/MDS/Philipino	9158277305	victoriamaquiling@gmail.com
Dumaguete	Camenjac National High School	Camenjac, Dumaguete City	Paculanang	Chinky May	Freires	Female	Asst. School Principal-Design	9178181026	chinkyfreires@gmail.com
Dumaguete	Camenjac National High School	Camenjac, Dumaguete City	Paculanang	Chinky May	Freires	Female	Asst. School Principal-Design	9178181026	chinkyfreires@gmail.com
Guihulngan	McKinley Elementary School	McKinley, City of Guihulngan, Negros Oriental	Belono	Jose Jr.	Forasteros	Male	School Principal/LR/MDS C	9265959594	josebelono17@gmail.com
Guihulngan	Planas Elementary School	Planas, City of Guihulngan, Negros Oriental	Atoy	Vernica	Bulandres	Female	School Principal-1	9055965542	lveronica_bulandres@yahoo.com
Guihulngan	Division Office, Guihulngan City Division	Paterno Street, Poblacion, City of Guihulngan, Negros Oriental	Baquilla	Elauria	Navarro	Female	PSDS	9216145588	lerynbaquilla@yahoo.com
Guihulngan	Guihulngan National High School-Hilaitan(Trinidad Annex)	Trinidad, City of Guihulngan, Negros Oriental	Ricablanca	Myrna	Mabilog	Female	School Principal-1	9058198725	myrna_ricablanca@yahoo.com
Mandaue	Cubacub Elementary School	Cubacub, Mandaue City	Pelancio	Iris Mae	Acut	Female	OIC	9255028966	imlmalis@yahoo.com
Mandaue	Division Office	Plaridel Street, Mandaue City	Luaraz	Fay	Curro	Female	EPS I	032 346 0800	fay_luaraz@deped.gov.ph
Mandaue	Jagobiao national high school	Jagobiao, Mandaue City, Cebu	Tudasanr	Rufino Jr.	Tul-id	Male	Officer In-charge	9176314963	tudasanr3@yahoo.com
Mandaue	Jagobiao national high school	Jagobiao, Mandaue City, Cebu	Tudasanr	Rufino Jr.	Tul-id	Male	Officer In-charge	9176314963	tudasanr37@yahoo.com