



**November 5, 2015**

**DIVISION MEMORANDUM**

No. **778**, s. 2015

**CLARIFICATION ON THE PREPARATION OF INSTRUCTIONAL PLANS/LESSON PLANS  
IN ELEMENTARY SCHOOLS**

**To: Assistant Superintendents  
Education Supervisors/Coordinators  
District Supervisors/OICs  
Elementary School Heads**

1. For the information and guidance of all concerned, **Grades 1, 2 and 3 Teachers who are beneficiaries of USAID Basa Pilipinas Project are NOT required to make an Instructional Plan (iPlan)/Lesson Plan.**
2. They are to use the Revised Teacher's Guides (TGs) and Learner's Materials (LMs) provided by USAID *Basa Pilipinas* and may adopt the Daily Lesson Logs (DLLs) attached to DepED Order No. 70, s. 2012.
3. Area Consultants, District Supervisors/OICs and Elementary School Heads are requested to ensure the maximum utilization of the USAID *Basa Pilipinas* instructional materials in the field.
4. Immediate dissemination of and 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
Disbursing Section:	(032) 255-4401
Admin/Legal:	(032) 253-7847

Website : [www.depedcebuprovince.com](http://www.depedcebuprovince.com)

E-mail Add : [depedcebuprovince@yahoo.com](mailto:depedcebuprovince@yahoo.com)