



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
IPHO Bldg., Sudlon, Lahug, Cebu City



January 31, 2018

DIVISION MEMORANDUM

No. 092, s. 2018

**SUBMISSION OF THE FINAL HARD AND SOFT COPY OF THE LESSON PLAN
HARVESTING PROJECT AND OTHER RELATED INSTRUCTIONS**

TO : Assistant Superintendents
Chief Education Program Supervisors
Education Program Supervisors/Coordinators
District Supervisors/OICs/SEPS/EPS II
Public Elementary and Secondary School Heads

1. Based on the findings of the Lesson Plan Harvesting Pre-QA Team and on the agreement reached during the Division Conference last January 26, 2018, the District Team of the Lesson Plan Harvesting Project are hereby directed to submit the Final Copy of the District's assigned subject on February 15, 2018.
2. Your submission must have passed the mandatory review and quality assurance of the District LPH-QA Team. The District Supervisor shall be primarily responsible and accountable on the completeness, content, quality and third-party claim on intellectual property infringement of the all submissions.
3. Final submission shall include the soft and hard copy of the DLP together with all the attachments and appendices. It must also be attested by the members of the District Team as to the completeness, content, quality and free from third-party claim on intellectual property infringement.
4. Completeness shall always be reckoned from the prescribed K to 12 Curriculum published in the Department's website. Curriculum map and curriculum implementation plan shall also be made as integral part of the submission.
5. All concerned officials are strictly enjoined to comply with this directive under pain of administrative sanction for non-compliance.
7. Immediate and wide dissemination of and strict compliance with this Memorandum is directed.


RHEA MAR A. ANGTUD, Ed.D., CESO VI
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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Sample Form

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Department of Education
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IPHO Bldg., Sudlon, Lahug, Cebu City

Lesson Plan Harvesting Submission Completeness Record

Subject Area	Grade Level	District Assigned	Quarter 1	No. of DLIPs	Quarter 2	No. of DLIPs	Quarter 3	No. of DLIPs	Quarter 4	No. of DLIPs	CD				Curriculum Map							
											1	2	3	4	1	2	3	4				

Validator: _____

Sample form

Lesson Plan Harvesting _____ **Quarter Submission Observation Notes**

Municipality: _____ District: _____ Subject: _____ PSDS: _____ Date submitted: _____

Standards Checklist	Lesson Plan: Number																																		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32			
A. Preliminaries																																			
LP Format is compliant to D.O.																																			
Competency is derived from CG with Code.																																			
Competency is derived from Content Standard.																																			
Competency is derived from Performance Standard.																																			
Key Concepts/Understandings to be developed are aligned with the Competency (should be stated).																																			
Objectives are aligned with Competency.																																			
Topics are aligned with Competency.																																			
Learning Resources are listed/inserted in the DLP where it is used.																																			
B. Delivery of the Lesson																																			
Introductory Activity is presented.																																			
Procedure of the activity is described.																																			
Graphic Organizer is utilized for Analysis.																																			
Analysis processing questions are itemized.																																			
Abstraction presentation is evident.																																			
Application of skills is aligned with competency.																																			
Assessments are aligned with the objectives.																																			
Assignment or Agreement is provided.																																			
Concluding Activity is presented.																																			
C. Appendices																																			
Activity Sheet with attached possible result of the activity																																			
Teachers Instructional Materials																																			
Formative & Summative Test with answer keys																																			
Performance Assessment with Rubrics																																			
Others: Curriculum Map																																			
Table of Contents																																			
Signatures (complete)																																			
Undertakings																																			

Validator: _____

Lesson Plan Harvesting Quarter Submission Observation Notes

Municipality: _____ District: _____ Subject: _____ PSDS: _____ Date submitted: _____

Standards Checklist	Lesson Plan Number																			
A. Preliminaries	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52
LP Format is compliant to D.O.																				
Competency is derived from CG with Code.																				
Competency is derived from Content Standard.																				
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