



Republic of the Philippines  
**Department of Education**  
 REGION X  
 DIVISION OF CAGAYAN DE ORO CITY



**Office of the Schools Division Superintendent**

February 22, 2022

**DIVISION MEMORANDUM**

No. 69 s. 2022

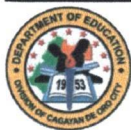
**SUBMISSION OF REGIONAL PROGRESS MONITORING REPORT (PMR) ON LEARNING RESOURCES TO IMPLEMENT THE BASIC EDUCATION-LEARNING CONTINUITY PLAN (BE-LCP) FOR SCHOOL YEAR 2021-2022**

To:

- Assistant Schools Division Superintendent
- Chief, Curriculum Implementation Division
- Chief, School Governance and Operations Division
- All Public Schools District Supervisors
- All LRMSD Personnel
- Division Supply Officer and Staff
- Division Accounting Personnel and Budget Officers
- All Public Elementary and Secondary School Heads and Teachers
- All School ICT Coordinators and School Property Custodian
- This Division*

1. In consonance with the Regional Memorandum No. 104, s.2022, the field is hereby informed of the submission of the **PMR (Progress Monitoring Report) on Learning Resources (SLMs/LASs) per quarter**. The deadline of submission is reflected below:

Coverage	Progress Report No.	Date of Submission	
		Date of Online Encoding (Division Level)	Division Links
1 <sup>st</sup> Quarter	1 <sup>st</sup>	February 7- March 2, 2022	Elementary: <a href="https://bit.ly/3ss3HD7">https://bit.ly/3ss3HD7</a> Junior High: <a href="https://bit.ly/3BYjsVu">https://bit.ly/3BYjsVu</a> Senior High: <a href="https://bit.ly/35aZHya">https://bit.ly/35aZHya</a>
2 <sup>nd</sup> Quarter	2 <sup>nd</sup>	March 1-18, 2022	Elem: <a href="https://bit.ly/3vwyws2">https://bit.ly/3vwyws2</a> JHS: <a href="https://bit.ly/3BX4vD7">https://bit.ly/3BX4vD7</a> SHS: <a href="https://bit.ly/3teA4ED">https://bit.ly/3teA4ED</a>
3 <sup>rd</sup> Quarter	3 <sup>rd</sup>	April 1-15, 2022	Elem: <a href="https://bit.ly/3BZ2Ixo">https://bit.ly/3BZ2Ixo</a> JHS: <a href="https://bit.ly/3C0IDHW">https://bit.ly/3C0IDHW</a> SHS: <a href="https://bit.ly/3pqxzhd">https://bit.ly/3pqxzhd</a>



**Address:** Fr. William F. Masterson Ave., Upper Bahulang, Cagayan de Oro City  
**Telephone:** (08822)-8550048



Republic of the Philippines  
**Department of Education**  
REGION X  
DIVISION OF CAGAYAN DE ORO CITY

**Office of the Schools Division Superintendent**

4 <sup>th</sup> Quarter	4 <sup>th</sup>	May 1-13, 2022	Elem: <a href="https://bit.ly/3HthUnJ">https://bit.ly/3HthUnJ</a> Junior High: <a href="https://bit.ly/3IsL9Z9">https://bit.ly/3IsL9Z9</a> Senior High: <a href="https://bit.ly/3v1xq2j">https://bit.ly/3v1xq2j</a>
<p>Note: Indicate the total number of SLMs/LAS per worksheet (funded thru MOOE or external sources). If the school only produces SLM, then there is no need to answer the LAS worksheets. However, if the school produced both SLMs and LAS, reflect all the total number of SLM/LAS per grade level and learning area.</p>			

2. All school heads in public elementary and secondary schools are hereby directed to coordinate with the school property custodian and school ICT coordinators to submit the accurate, validated and reliable data.
3. All Public Schools District Supervisors are directed to monitor the compliance of this progress monitoring report on learning resources for the school year 2021-2022.
4. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment shall be accorded to all concerned personnel/individual regardless of disability, sexual orientation, gender, age, religion and ethnicity
5. For queries, pls coordinate with Dr. Joel D. Potane, Division LRMSD Coordinator.
6. For strict compliance.

  
**CHERRY MAE L. LIMBACO-REYES**  
S.D. Schools Division Superintendent

Encl:

Reference: RM 104,s.2022

To be indicated in the Perpetual Index

under the following subjects:

CURRICULUM

Progress Monitoring Report of Learning Learning Resources

JDP/submission of PMR on learning resources

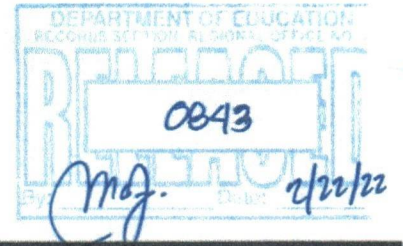
2-28-22



**Address:** Fr. William F. Masterson Ave., Upper Bahulang, Cagayan de Oro City  
**Telephone:** (0822)-8550048



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO



Office of the Regional Director

February 14, 2022

REGIONAL MEMORANDUM

No. 104, s. 2022

**SUBMISSION OF REGIONAL PROGRESS MONITORING REPORT  
ON LEARNING RESOURCES TO IMPLEMENT THE BASIC EDUCATION -  
LEARNING CONTINUITY PLAN (BE-LCP) FOR SCHOOL YEAR 2021-2022**

To: Schools Division Superintendents  
Assistant Schools Division Superintendents  
CID Chiefs  
Learning Resource Supervisors  
Divisional Supply Officers  
Divisional Budget Officers  
All Others Concerned

1. To implement the Office's Basic Education-Learning Continuity Plan (BE-LCP) effectively, the Schools Division Offices (SDOs) shall submit their Progress Monitoring Reports (PMRs) for SY 2020-2021 and regularly update the Statement of Expenditure (SOE).
2. Also, the Office will spearhead the regional progress monitoring activity for SY 2021-2022 using the refined template and provide to the divisional learning resource supervisors soon the virtual link for the updated PMR.
3. The deadline for the submission of the PMRs and SOE will be every Tuesday for consolidation at the Regional Office (RO) before submission to the Central Office (CO).

Coverage	Progress Report No.	Date of Submission (Cut-off time - every Tuesday 5:00 PM)	
		Online Encoding	Submission
1st Quarter	1st	Feb 7 -22, 2022	Feb 22, 2022
2nd Quarter	2nd	March 1 - 29, 2022	March 29, 2022
3rd Quarter	3rd	April 1 - 26, 2022	April 26, 2022
4th Quarter	4th	May 1 - 24, 2022	May 24, 2022

4. Attached is the Joint Memorandum DM-OUCI-2022-020 for the complete information.

5. For compliance.

A handwritten signature in blue ink, consisting of a large, stylized initial 'A' followed by a series of horizontal strokes.

**DR. ARTURO B. BAYOCOT, CESO III**  
Regional Director



CLMD/emerald




Republic of the Philippines  
**Department of Education**

**JOINT MEMORANDUM**  
**DM-CI-2022-020**

**TO :** Regional Directors  
Assistant Regional Directors  
All Others Concerned

**FROM :**   
**DIOSDADO M. SAN ANTONIO**   
Undersecretary for Curriculum and Instruction

  
**Atty. REVSEE A. ESCOBEDO**  
Undersecretary for Field Operations, Palarong Pambansa Secretariat  
and DEACO

**SUBJECT :** **Submission of Regional Progress Monitoring Report on Learning Resources in the Implementation of Basic Education – Learning Continuity Plan (BE-LCP) for School Year 2021-2022**

**DATE :** January 21, 2022

In its commitment to monitor programs, projects, and activities (PPAs) under the Basic Education Learning Continuity Plan (BE-LCP) while ensuring the safety and well-being of learners, teachers, and personnel, we issued the memorandum (DM-PIROD-2021-0034) titled Submission of Regional Progress Monitoring Report on the Implementation of Basic Education-Learning Continuity Plan (BE-LCP) for School Year 2020-2021. Through this, valuable information was provided and helped policymakers on policy and operational concerns in the implementation of BE-LCP.

Hence, we are sincerely expressing our gratitude to all Regional Offices (ROs) and the Schools Division Office (SDO) for their significant contribution in the submission of the required reports as stipulated in the said memorandum.

As we continue to implement BE-LCP, effective and efficient monitoring is still essential to be carried out by all governance levels to determine the needed requirements and reinforcement or adjustment in the implementation of involved PPAs.

Similarly, the utilization of the remaining funds from the Bayanihan 1 (Republic Act 11469), Bayanihan 2, FY 2020, and FY 2021 Funds and the incoming FY 2022 Fund will be supervised to track progress and make an informed evaluation on the physical accomplishment of Learning Resources (LRs). Thus, the reporting of the Regional Offices shall continue and shall be named Regional Progress Monitoring Report for SY 2021-2022 on Learning Resources in the implementation of Basic Education Learning Continuity Plan (BE-LCP) using the refined template. Please refer to Annex A for the List of Regional Google Sheet Links (same as the previous links).

The redesigned progress monitoring template will still be used in response to the requirements of the management and oversight agencies relative to the actual implementation of the BE-LCP in terms of allowable expenditure and the status of allotted funds.

In the same way, the reporting and submission of data requirements shall still be spearheaded by the Office of the Regional Director (RD), and said office may assign office's or personnel who shall accomplish the needed data requirements. The RD shall identify one (1) Permanent and two (2) Alternative point persons who will be responsible for ensuring the timely and validation of the needed reports. In the absence of Permanent and two Alternate point persons, the Central Office will communicate to the Regional Director or in-charge of the BE-LCP Progress Monitoring Report. An offline version of the said template is also provided in case conflict on internet connectivity arises. Accomplishing the online report may also be done in real-time. The first official reporting shall commence on February 07 until May 26, 2022. The official submission schedule of the accomplished online or offline report shall be every last Thursday of the month with a cut-off time of 5:00 PM. In case of a holiday, the submission will be on the next working day. Any submitted report after the cut-off date will be used in the succeeding report. Please see the attached Annex B for the schedule of submission.

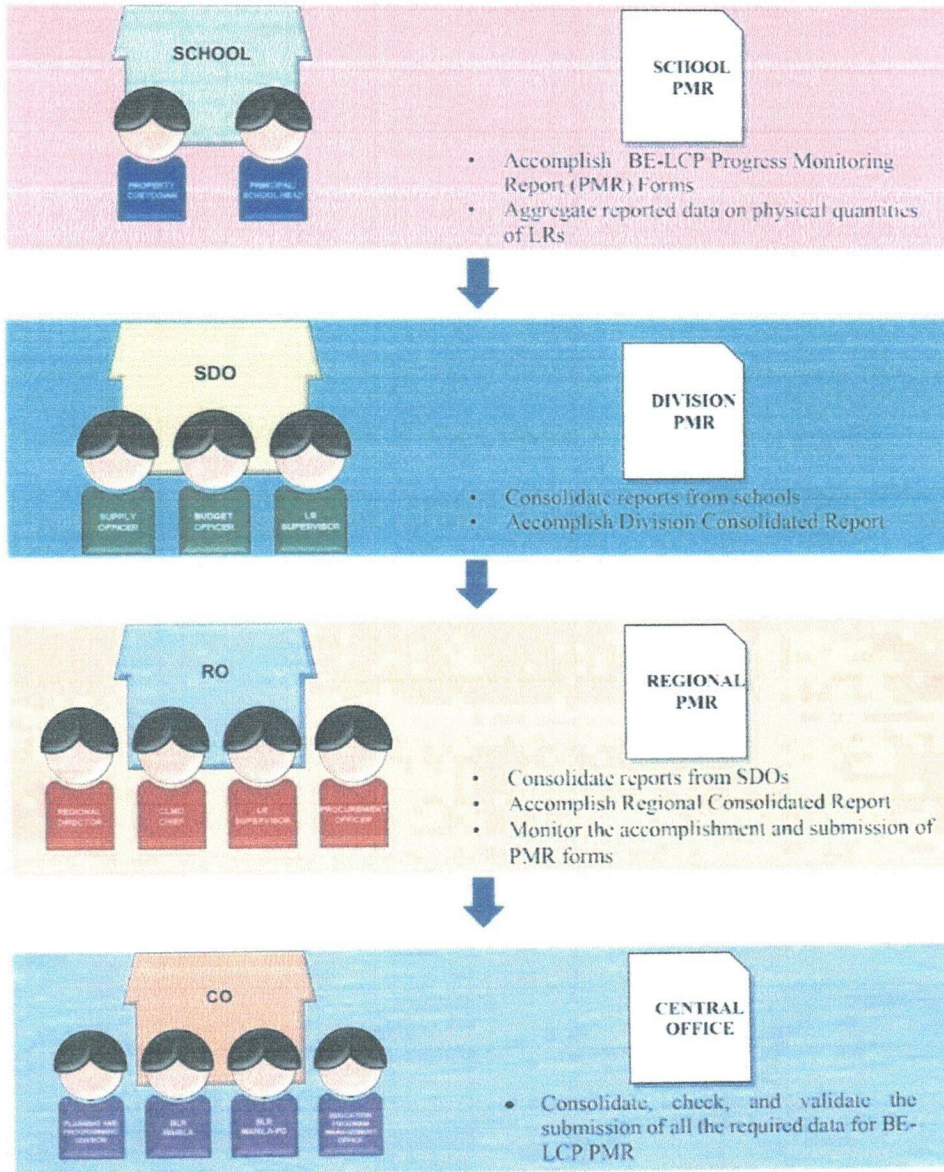
To properly cascade all the instructions and concerns, an orientation on the permanent and alternative point persons on the refined template will be conducted on January 31, 2022 – February 04, 2022 (a separate advisory letter will be issued). For documentation purposes, please submit through email the names and email addresses of the newly assigned three (3) point persons using the provided template (Annex C) to the PS-PPD through [psppd@deped.gov.ph](mailto:psppd@deped.gov.ph). No submission of new point persons may infer that the regions opt to assign the same point persons from the previous progress monitoring.

Additionally, Regional Offices (ROs) may contextualize the refined template and the memorandum relative to their preferences and strategy to make it more adaptive and hasten the retrieving of required data. RO shall coordinate with its counterpart office in Schools Division Office (SDO) in encoding the data to synchronize with the standard template. Subsequently, ROs shall submit the consolidated data to Central Office (CO) on the scheduled dates. The following are the office's at the Regional Office and SDO that will ensure the provision of correct data on their respective concerns field.

CONCERN	REGIONAL OFFICE	SCHOOLS DIVISION OFFICE	School Personnel
Self-Learning Module (SLM), Learning Activity Sheets (LAS) and other Learning Resources	Curriculum and Learning Management Division (Learning Resource Management and Development Section)  Regional Supply Officers	Curriculum and Implementation Division (Learning Resources Management Section: Instructional Management Section: District Instructional Supervision Section)  Administrative Service (Property and Supply Unit)	School Custodian
Fund Source	Finance Division	Division Accountant Budget Officer	Principal or School Head

To account for the current situation of learning resources for S.Y. 2021-2022, the *Regional Progress Monitoring Report for S.Y. 2021-2022 on Learning Resources in the Implementation of Basic Education Learning Continuity Plan (BE-LCP)* should be complied with by the concerned personnel for the Department's informed evaluation on the implementation of BE-LCP Progress Monitoring Report. Please see attached *Annex D for the BE-LCP PMR Process Flow* and *Annex E for the Term of Responsibilities*.

Process Flow of the BE-LCP Progress Monitoring Report



## TOR for the BE-LCP Progress Monitoring Report Forms

LEVEL OF GOVERNANCE	PERSON IN CHARGE	ROLES AND RESPONSIBILITY
School Level	<p>School Property Custodian/ Designated School Property Custodian</p> <p>School Principal or School Heads</p>	<ul style="list-style-type: none"> <li>• Responsible for filling out the BE-LCP Progress Monitoring Forms</li> <li>• Ensure the correctness and completeness of the filled-out forms</li> <li>• Submit the accomplished forms to the School Principal or School Head for vetting and approval</li> <li>• Review the data reflected on the accomplished BE-LCP PMR Forms</li> <li>• Validate that the reported physical quantities of learning resources are classified according to fund source</li> <li>• Submit the accomplished BE-LCP Forms to their respective Division Supply Officer</li> </ul>
Division Level	<p>Supply Officers</p> <p>Budget and Accounting Officers</p>	<ul style="list-style-type: none"> <li>• Consolidate the submitted reports of their respective schools</li> <li>• Secure data from the Finance and Budget Officers regarding downloaded fund sources in order to determine and classify printed, procured, and delivered learning resources</li> <li>• Accomplish the Division BE-LCP PMR Forms together with the consolidated reports from their respective schools and Division Finance and Budget Officers</li> <li>• Assist the Supply Officers in accomplishing the Division BE-LCP PMR Forms by validating the fund sources of the funds released to the SDOs and/or schools</li> </ul>



LEVEL OF GOVERNANCE	PERSON IN CHARGE	ROLES AND RESPONSIBILITY
	LR Supervisors	<ul style="list-style-type: none"> <li>● Monitor the accomplishment of the Division BE-LCP PMR Forms</li> <li>● Review and check the correctness of learning resources data as to types, grade levels, and subject areas</li> <li>● Ensure timeliness on the submission of the Division BE-LCP PMR Forms</li> </ul>
Regional Level	<p>Designated Personnel</p> <p>Regional Director, Curriculum Learning and Management Division Chief, Regional Education Program Supervisor, Finance Division Chief, Regional Supply Officers, and/or office who spearheaded the procurement</p>	<ul style="list-style-type: none"> <li>● Consolidate the reports from their respective Division Offices</li> <li>● Accomplish Regional BE-LCP PMR Form</li> <li>● Review and check the correctness and completeness of the Regional BE-LCP PMR Forms</li> <li>● Review and check the consolidated Regional BE-LCP PMR Forms</li> <li>● Address concerns and questions related to the BE-LCP PMR Forms</li> <li>● Monitor the accomplishment and timely submission of the PRM forms</li> <li>● Validate the consolidated amount/ fund reported by the Region</li> <li>● Submit the accomplished forms through online/ google sheets using the link provided in the memorandum</li> </ul>