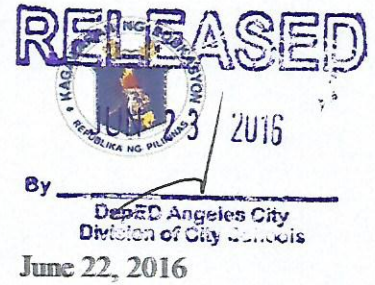




Department of Education
Region III
DIVISION OF CITY SCHOOLS
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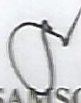
DIVISION MEMORANDUM

No. 170 s. 2016

CORRIGENDUM TO DIVISION MEMORANDUM No. 160, s. 2016, DATED JUNE 16, 2016
Re: Division Instructional Forms/Templates

TO: Assistant Schools Division Superintendent
Chiefs- C.I.D. & S.G.O.D.
Education Program and District Supervisors
All Public Elementary and Secondary School Heads

1. In compliance to Deped Order No.42, s. 2016: POLICY GUIDELINES ON DAILY LESSON PREPARATION FOR THE K TO 12 BASIC EDUCATION PROGRAM, item 1.b of Division Memorandum No. 160, s. 2016 is hereby corrected as:
 - b. On Daily Lesson Log (DLL) and Detailed Lesson Plan (DLP) – all teachers will use the format issued by the DepEd Central Office through D.O. No. 42, s. 2016. Thus, the Division Standard/Prototype Weekly Daily Log is hereby rescinded. Teachers who have one (1) year and above teaching experience (private or public) will use the said weekly DLL while new teachers with less than 1 year of teaching experience will prepare a Detailed Lesson Plan (DLP) as well as those teachers who did not get V.S. or O Rating in their RPMS/IPCRF (as stipulated in D.O. No.42, s. 2016) but they have to accomplish the part VI: Reflection of the weekly DLL to be attached to their detailed lesson plans (DLP). This is to ensure that learners who are in need of interventions in a particular lesson are addressed accordingly as enforced in the D.O. No. 8, s. 2015. It is also emphasized that preparation of the DLL is only on a weekly basis (Monday-Friday). Hence a monthly DLL is not allowed.
2. Likewise, the parts of the lesson under SITUATION (first column) of the new Division STAR OBSERVATION TOOL Template attached to Division Memorandum No.160, s. 2016 is hereby revised in accordance to the part IV: Procedure of the DLL as stated in D.O. No. 42, s. 2016. See attached revised Division STAR OBSERVATION TOOL Template.
3. These aforementioned matters and the other items stipulated in Division Memorandum No.160 s. 2016 remains enforced until further DepEd Issuances.
4. Immediate dissemination of and strict compliance to this Memorandum is desired.


LEILANI SAMSON CUNANAN, CESO VI
Officer-In-Charge
Office of the Schools Division Superintendent