



Republic of the Philippines

Department of Education

REGION III

SCHOOLS DIVISION OFFICE OF ANGELES CITY

15 Sep 2026

DIVISION MEMORANDUM

No. 362 s. 2026

APPLICATION GUIDELINES FOR THE IMPLEMENTATION OF THE FLEXIBLE LEARNING PROGRAM (FLP)

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Education Program Supervisors
School Heads of Public Schools

1. In support of the Department of Education's commitment to ensuring accessible, inclusive, equitable, and responsive learning opportunities for all learners, this Office issues the enclosed Application Guidelines for the Implementation of the Flexible Learning Program (FLP).

2. All schools intending to implement the Flexible Learning Program (FLP) shall comply with the prescribed requirements, procedures, and documentary submissions contained in the enclosed guidelines. Schools are likewise directed to use the official templates and forms provided therein when preparing their application package.

3. The complete application documents, together with all required supporting records and attachments, shall be submitted to the Schools Division Office (SDO) within the prescribed timeline for evaluation, review, and appropriate action. Incomplete submissions shall not be processed until all requirements have been satisfactorily complied with.

4. School Heads shall ensure that concerned personnel are properly oriented on the provisions of the enclosed guidelines to facilitate the timely, accurate, and quality preparation of application requirements.

5. Enclosed in this Memorandum are the following:

Enclosure 1: FLP Application Templates and Requirements

Enclosure 2: Action Plan Template for FLP Implementation

Enclosure 3: School-based FLP Monitoring Tool

Enclosure 4: FLP-ADM Interfacing Form

Enclosure 5: Return to Regular Classroom Instruction (RRCI)



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6. Immediate and wide dissemination of this Memorandum is desired.



Digitally signed by
Edgard C.
Domingo
Date: 2026.09.15
12:13:44 +08'00'

ENGR. EDGARD C. DOMINGO, PhD, CESO V
Schools Division Superintendent 

Encl. As stated,
To be indicated in the Perpetual Index
under the following subjects

References:

DepEd Policy Briefer in FLP
DepEd Order No. 12, s. 2020
DepEd Order No. 18, s. 2020
DepEd Order No. 31, s. 2020
DepEd Memorandum No. 162, s. 2020
DepEd Order No. 21, s. 201

FLEXIBLE LEARNING PROGRAM

MTDC/PSDS-CID/September 15, 2026



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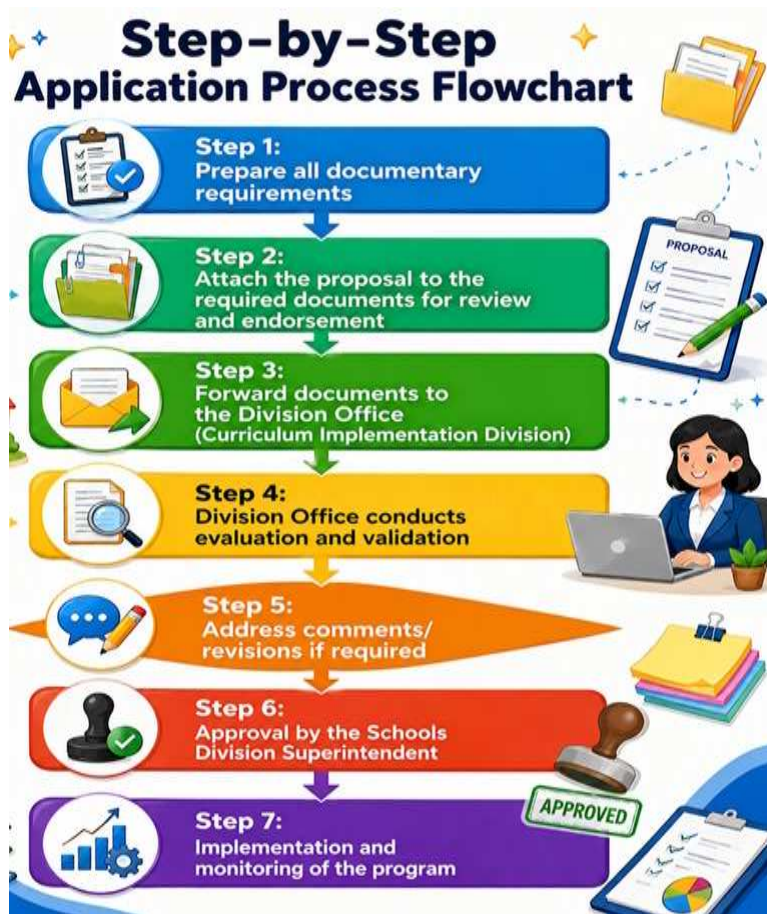
Enclosure No. 1 to Division Memorandum No. 362 s.2026

Flexible Learning Program (FLP) Application Templates and Requirements

I. Basic Requirements

- A. Letter of Intent addressed to the Schools Division Superintendent
- B. Photocopy of Approved School - Based Project Proposal for Flexible Learning Program
- C. List of concerned Teachers and Learners
- D. Monitoring and Evaluation Plan
- E. Relevant supporting documents (parent/guardian letter / ID card, organization certification like CSWDO, Physician, Psychiatrist, school profile, enrollment data, etc.)

II. Step-by-Step Application Process





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III. Template: Letter of Intent

Date

ENGR. EDGARD C. DOMINGO, PhD, CESO V

Schools Division Superintendent

[Division Name]

Sir:

Greetings!

I am respectfully requesting approval to implement the Flexible Learning Program in [School Name] , (Name and Grade of Learner) (Reason). for the benefit of our learners. The program aims to provide accessible and inclusive learning opportunities.

Attached are the required documents for your review.

Thank you.

Respectfully yours,

[Name]

(School Head)



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IV. Flexible Learning Program Project Proposal (Sample only)

I. Title of the Program

Project FLEX: Enhancing Access through Flexible Learning Modalities

II. Rationale

This program addresses diverse learner needs and ensures continuity of education through flexible delivery modalities such as modular, online, and blended learning. It supports inclusive, accessible, and resilient education aligned with DepEd goals.

III. Objectives

1. Provide equitable access to quality education.
2. Improve learner engagement and self-directed learning.
3. Strengthen teacher capacity in flexible instruction.
4. Ensure continuity of learning.
5. Improve academic performance.

IV. Target Learners

Grades 4–12 learners, students with learning gaps, learners in remote areas, working students, and those needing remediation or enrichment.

V. Program Design and Delivery Modality

Blended flexible learning using:

- Printed and digital modules
- Online platforms (Google Classroom/MS Teams)
- Offline digital content (USB/SD cards)
- Scheduled face-to-face consultations
- Differentiated instruction and assessments

VI. Implementation Plan

Phases	Activity/ies	Timeline	Person/s Responsible	Resources Needed (e.g. Human: Teachers, Guidance Advocate, ICT personnel Materials: Modules, devices, internet



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				Financial: Printing, training, equipment)
1: Preparation and orientation				
2: Program implementation				
3: Monitoring				
4: Evaluation				

VII. Monitoring and Evaluation

Weekly tracking of outputs, monthly progress reports, assessment results, surveys from stakeholders, and classroom observations

VIII. Sustainability Plan

Continuous teacher training, integration into school programs, stakeholder partnerships, development of digital content repository, and periodic program review.

Prepared: **Name of School Head**

Reviewed:

AMANDO C. YUTUC PhD, CESE
Chief ES, CID

Recommended for Approval:

ROSALIN S. MULI . EdD. CESO VI
Assistant Schools Division Superintendent

Approved:

ENGR. EDGARD C. DOMINGO , PhD, CESO V
Schools Division Superintendent



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Enclosure No. 2 to Division Memorandum No. 362 s.2026

Name of Learner: _____

ACTION PLAN
FLP - SCHOOL-INITIATED INTERVENTION FOR
(LEARNERS UNDER DIFFICULT SITUATIONS)
MODULAR CLASS

OBJECTIVES	ACTIVITY	DATE	PERSON/S INVOLVED	EXPECTED OUTPUT
To conduct meeting with the adviser and concerned subject teachers	Consultation of action to be taken		School head, Adviser, and concerned subject teachers	
To request approval regarding the conduct of FLP-School Initiated Intervention	Letter of Request for the Conduct of Alternative Delivery Mode		School Head	
To prepare and print the learning modules / enhanced learning activity sheets to learner	Preparation of Learning Modules		School Head, Adviser, Learner, Teachers	
To plan the schedule of the learner in the distribution of learning materials and retrieval of their answer sheets.	Planning of schedule for the distribution and retrieval of the learning materials		School head, Adviser, and concerned subject teachers	



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OBJECTIVES	ACTIVITY	DATE	PERSON/S INVOLVED	EXPECTED OUTPUT
To distribute the learning materials / enhanced learning activity sheets according to schedule	Distribution of the learning materials / enhanced learning activity sheets		Adviser/ Subject Teachers	
To retrieve the answer sheets of learner under the alternative delivery mode.	Retrieval of the answer sheets of the learner under the alternative delivery mode		Adviser/ Subject Teachers	
To check and evaluate learner's performance from the submitted answer sheets.	Checking of retrieved learners' answer sheets		Adviser/ Subject Teachers	
To compute and provide the quarterly grade of the learner per subject.	Computation and submission of quarterly grades		Adviser/ Subject Teachers	
To monitor the program progress and implementation	Monitoring and Evaluation		School Head, Adviser/ Subject Teachers	



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OBJECTIVES	ACTIVITY	DATE	PERSON/S INVOLVED	EXPECTED OUTPUT
To compute and provide the learner's term grade per subject.	Computation and submission of term grades		Adviser Subject Teachers	Computed Grade
To monitor the program progress and implementation	Monitoring and Evaluation		School Head Adviser	Accomplished monitoring tool and evaluation tool
Showcase the progress of the FLP School Initiated Intervention	Submission of Accomplishment Reports		School Head Adviser	Accomplished Accomplishment Report Accomplished Narrative Report

Prepared:

Noted:

Guidance-Designate

Principal



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Enclosure No. 3 to Division Memorandum No. 362 s.2026

FLEXIBLE LEARNING PROGRAM (FLP)

School-Initiated Intervention for Learners Under Difficult Situations

Individualized Monitoring and Evaluation Tool

A. Learner Information

Item	Details
Learner Name	_____
LRN	_____
Grade/Year Level	_____
School	_____
Adviser	_____
Parent/Guardian	_____
Contact Number	_____
Type of Difficult Situation	_____
Date Enrolled in FLP	_____
Learning Modality	☐ Modular ☐ Online ☐ Blended ☐ Home-based ☐ Other

B. Learner Participation Monitoring

Indicator	Week 1	Week 2	Week 3	Week 4	Remarks
Submission of Learning Tasks					
Attendance in Consultation Sessions					
Completion of Learning Activities					
Communication with Teacher					
Parent/Guardian Support					

Rating:

- 4 = Excellent
- 3 = Satisfactory
- 2 = Needs Improvement
- 1 = At Risk



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C. Academic Progress Monitoring

Subject	Current Performance	Improvement Observed	Intervention Provided	Remarks

D. Individual Flexible Learning Plan (IFLP) Implementation Checklist

Indicators	Yes	No	Remarks
Learner assessed and validated			
Individual Flexible Learning Plan prepared			
Parent/guardian orientation conducted			
Appropriate learning modality assigned			
Learning resources provided			
Regular monitoring conducted			
Intervention strategies implemented			
Progress documented			



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E. School Monitoring Summary

Indicator	Target	Actual	Status
Number of FLP Learners			
Learners regularly monitored			
Learners completing tasks			
Learners showing improvement			
Learners returned to regular classes			
Learners requiring additional intervention			

Status:

- Accomplished
- Ongoing
- Needs Support

F. Technical Assistance Monitoring

Area for Support	Findings	Assistance Provided	Responsible Person	Date
Identification of Learners				
Learning Plan Preparation				
Instructional Delivery				
Assessment and Grading				
Documentation				

G. Quarterly Monitoring Report

Indicator	T1	T2	T3
Learner Participation Rate (%)			
Task Completion Rate (%)			



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Retention Rate (%)			
Promotion Rate (%)			
Cases Resolved			

H. Supervisor's Monitoring Comments

Strengths Observed:

Areas for Improvement:

Technical Assistance Recommended:

Prepared by: _____
FLP Coordinator

Checked by: _____
School Head



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Enclosure No. 4 to Division Memorandum No. 362 s.2026

FLP-ADM INTERFACING FORM Division Medical Team Assessment and Recommendation

School Year: _____

Date of Assessment: _____

I. Learner Information

Learner Name	
LRN	
Grade/Section	
School	
Parent/Guardian	
Contact Number	

II. Referral Information

Reason for Referral:

- ☐ Chronic Illness
- ☐ Disability
- ☐ Mental Health Concern
- ☐ Frequent Confinement and Hospitalization
- ☐ Others

III. Division Medical Team Assessment

Medical Findings:

IV. Recommended FLP-ADM Intervention

- ☐ School Initiative Intervention

V. Medical Justification

- ☐ Verified Medical Certification
- ☐ Sickness is Valid

VI. Interfacing Conference

Agreed Intervention Plan:

VII. Recommendation

- ☐ Approved for FLP-ADM
- ☐ Conditional Approval
- ☐ Return to Regular Classes



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VIII. Signatories

Division Nurse: _____

Division Medical Officer(Doctor) : _____



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Enclosure No. 5 to Division Memorandum No. 362 s.2026

FLP-ADM INTERFACING FORM

Instructional Management Section (IMS) , Learning Resource Management and Development System (LRMDS) and District Instructional Section (DIS)

School : _____

School Year: _____

Date : _____

I. Learner Information

Learner Name	
LRN	
Grade/Section	
Teacher	
Cluster	

II. Instructional Management Section (IMS) Assessment (Findings / Recommendations)

Learning performance, intervention, and recommended ADM/FLP arrangement:

Learning Resource Management and Development System (LRMDS) Assessment(Findings / Instructional Management Section (IMS) Recommendations)

Sufficient material and Content Focus, intervention, and recommended ADM/FLP arrangement:

III. District Instructional Section (DIS) Monitoring (Findings and Recommendations)

School readiness, monitoring arrangements, and supervisory recommendations:

IV. Agreed FLP-ADM Intervention Plan

- ☐ Modified School Attendance
- ☐ Blended/Flexible Schedule
- ☐ Other: _____



Address: Jesus Street, Pulungbulu, Angeles City

Telephone No. (045) 901-9498

Email Address: angeles.city@deped.gov.ph



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V. Interfacing Conference Agreements

Action Plan, Monitoring Schedule, and Support Mechanisms:

VI. Signatories:

School Head: _____

District Supervisor: _____

Education Program Supervisor (IMS): _____

ADM/FLP Coordinator: _____



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Enclosure No. 6 to Division Memorandum No. 362 s.2026

Return to Regular Classroom Instruction (RRCI)
FLP - ADM DATA 2026- 2027

NO.	NAME	SCHOOL	GRADE	GENDER	CONDITION	EFFECTIVITY DATE OF RRCI
1.						
2.						
3.						
4.						
5.						

Prepared: _____
Division FLP Focal Person

Noted: _____
CID Chief