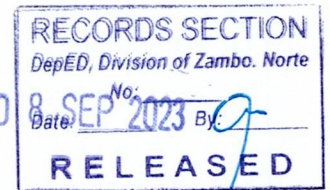




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September 8, 2023

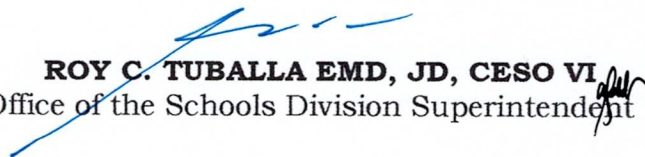
**Division Memorandum**

No. 398, s. 2023

To: Public Schools Districts Supervisors  
Public Elementary School Principals and School Heads  
District MTB-MLE Coordinators  
All Others Concerned

**ADDENDUM to DIVISION MEMORANDUM No 236, s. 2023, re: Development of UNIFIED DAILY LESSON PLANS (DLPs) and TEST ITEM BANK**

1. In consonance to the Schools Division Reform Agenda Number 3, re: Observance of "Teacher-and-Field-Centric" service culture in the development and implementation of PPAs and with reference to **Division Memorandum No. 236, s. 2023**, entitled: **Development of Unified Lesson Plans (DLPs) and Test Item Bank**, the office of the Curriculum and Teaching adds the **Development of Division Unified Daily Lesson Plans (DLPS) in MTB-MLE for quarters 2 to 4 of this school year.**
2. The primary objective of this activity is clearly stated in the above cited Division Memorandum.
3. Enclosed herewith are the identified and / or assigned teacher-writers, Members of the Quality Assurance Team with their assignment and the Activity Timeline.
4. Activities relevant to DLP writing is subject to **no-disruption-of- classes policy** as stipulated in DepEd Order No. 9, s. 2005 entitled: Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith. Thus, these shall be done on Saturdays and Sundays and or non-working holidays yet chargeable to Service Credits for teachers and Compensatory Time-Off to DepEd Officials.
5. Immediate and wide dissemination of this Memorandum to all concerned is desired.

  
**ROY C. TUBALLA EMD, JD, CESO VI**  
Office of the Schools Division Superintendent

CIDgtdc/Development of Division Unified Lesson Plans in MTB-MLE/DM04-2023/09082023



Address: Capitol Drive, Estaka, Dipolog City 7100

Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph)

FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843

Website: [www.depedzn.net](http://www.depedzn.net)



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Enclosure 1 to Division Memorandum No. 398, s. 2023

**LIST OF MTB-MLE DAILY LESSON PLAN (DLP) WRITERS**

**Grade I – Quarter 2**

Teacher-Writer	District	Week Number	Assigned MELC
RJ M. Tangente	Sindangan Central	1	Identify pronouns: a. personal, b. possessive Interpret a map of a classroom/school.
Merry Doll O. Esolana	Manukan I	2	<ul style="list-style-type: none"> <li>➤ Familiarize the map of the classroom and of school.</li> <li>➤ Identify the areas of the classroom or school with the use of the map.</li> </ul>
Ma. Michelle L. Deloraso	Katipunan I	3	<ul style="list-style-type: none"> <li>➤ List down rhyming words from brainstormed ideas.</li> <li>➤ Recite with expression a rhyme, poem, poem and a song.</li> <li>➤ Supply rhyming words to complete a rhyme.</li> </ul>
Irish T. Sumaylo	Katipunan II	4	Identify the cause and/or effect of events in a story listened to. Identify the problem and solution in the story read.
Narcesa O. Abria	Siayan	5	<ul style="list-style-type: none"> <li>➤ Analyze the story read through pointing out its problem and solution.</li> <li>➤ Determine how the problem in the text or story read is being resolved.</li> </ul>
Coolen B. Remedios	Polanco I	6	Get information from various sources: (pictures, illustrations, simple graphs, charts)
Jovie C. Ramo	La Libertad	7	<ul style="list-style-type: none"> <li>➤ Illustrate specific events in a story read.</li> <li>➤ Sequence events in the story.</li> <li>➤ Retell a story read.</li> </ul>
Jessa Mae L. Balos	Bacungan	8	Identify pronouns with contractions. (Siya'y, Tayo'y...)





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**Grade II – Quarter 2**

Teacher-Writer	District	Week Number	Assigned MELC
Nancy P. Tulabing	Manukan I	1	Write paragraphs using subject, object and possessive pronouns, observing the conventions of writing.
Marjorie L. Sumindoy	Katipunan I	2	Use the following pronouns when applicable: a. Demonstrative pronouns (e.g. ito, iyan, ‘yan, dito, diyan, doon) b. subject and object pronoun c. possessive pronouns
Mary Ann M. Gumalal	Katipunan II	3	Identify simile in sentences.
Relyn B. Soria	Siayan	4	Participate and initiate more extended social conversation or dialogue with peers, adults on unfamiliar topics by asking and answering questions, restating and soliciting information.
Lenjie E. Dagondong	Sindangan South	5	Get information from various sources: published announcements, and map of the community.
Mariejoy T. Cavan	Salug II	6	Write or copy words, phrases, and sentences with proper strokes, spacing, punctuation and capitalization using cursive writing.
Mary June Natividad	Sindangan Central	7	Employ proper mechanics and format when writing for different purposes (i.e. paragraph writing, letter writing).

**Grade III – Quarter 2**



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FB: DepEd Tayo- Schools Division of Zamboanga del Norte  
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Teacher-Writer	District	Week Number	Assigned MELC
Resane M. Pialago	Manukan I	1	<p>Interpret the meaning of a poem.</p> <ul style="list-style-type: none"> <li>➤ Reads the poem with correct pronunciation, intonation, and expression.</li> <li>➤ Infer the meaning of the poem through analyzing its lines.</li> <li>➤ Expresses one's feelings about the poem.</li> </ul> <p>Writes correctly different types of sentences (simple, compound, complex).</p> <ul style="list-style-type: none"> <li>➤ Familiarize the different mechanics in writing good sentences.</li> <li>➤ Differentiate simple, compound and complex sentences through providing examples.</li> <li>➤ Construct simple, compound, complex sentences with accuracy.</li> </ul>
Kristine Joy M. Abilay	Katipunan I	2	
Judith Tomogon	Katipunan II	3	<p>Identifies idiomatic expressions in a sentence.</p> <p>Identifies interrogative sentence.</p> <ul style="list-style-type: none"> <li>➤ Describes an interrogative sentence thorough giving example sentences.</li> <li>➤ Differentiate interrogative sentences from other types of sentences.</li> <li>➤ Construct interrogative sentences through meaningful interactive activities.</li> </ul>
Lilith S. Jumuad	Roxas I	4	
Ginalyn R. Luason	Siayan	5	
Xyla Amhertia A. Ricafort	Sindangan Central	6	<p>Use expressions appropriate to the grade level to react to local news, information, and propaganda about school, community and other local activities.</p>
Airam Italy L. Alcalde	Sindangan South	7	<p>Identifies metaphor, personification and hyperbole.</p>





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**Grade I – Quarter 3**

<b>Teacher-Writer</b>	<b>District</b>	<b>Week Number</b>	<b>Assigned MELC</b>
Sarah Joy O. Renquijo	Roxas I	1	Participate actively in class discussion on familiar topics. Read sight words. Read grade I level short paragraph/story with proper expression. Note important details in grade level literacy and information texts listened to.
Marilyou A. Bayawa	Sindangan North	2	Interpret a pictograph.
Remelyn A. Wahing	Ponot	3	Talk about various topics and experiences using descriptive words.
Lia J. Beliganio	Gutalac I	4	Tell/Retell legends, fables, and jokes. Write with proper spacing, punctuation and capitalization when applicable.
April Rose A. Libato	Bacungan	5	Identify the use of synonyms, antonyms, homonyms (when applicable) and words with multiple meanings correctly. Identify the tense of the action word in the sentence.
Jade B. Per	Roxas II	6	Infer the character feelings and traits in a story read. Use the correct tense and time signal of an action word in a sentence.





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Liza M. Cagandahan	Piñan	7	Observe proper indentions, and format when copying or writing words, phrases, sentences and short paragraphs.
Lorna Secosana	S. Osmeña I	8	Read labels in an illustration. Retell literary and information texts appropriate to the grade level listened to.

**Grade II – Quarter 3**

Teacher-Writer	District	Week Number	Assigned MELC
Susie Ann V. Peneranda	Labason	1	Write short narrative paragraphs that include elements of setting, characters, and plot (problem and resolution), observing the conventions of writing.
Mildred A. Sanico	S. Osmeña I	2	Identify and use action words in simple tenses (present, past, future) with the help of time signals.
Evangeline T. Balucan	Polanco II	3	Use action words when narrating simple expressions and when giving simple 3-5 steps directions using signal words (e.g. first, second, next, etc.).
Mary Ann P. Bayeta	La Libertad	4	Use expressions appropriate to grade level to relate/show one's obligation, hope, and wish.
Merlie M. Macatual	Salug I	5	Recognize appropriate ways of speaking that vary according to purpose, audience, and subject-matter.

**Grade III – Quarter 3**





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Teacher-Writer	District	Week Number	Assigned MELC
Edwina B. Julio	Baliguian	1	Writes reactions and personal opinions to news reports and issues. ➤ Listens to current news reports and issues presented. ➤ Expresses appropriate reactions and personal opinions to news reports and issues given. ➤ Compose own reactions to present-day issues.
Julie May S. Cubar	Manukan II	2	Identifies the parts of a newspaper. ➤ Names the parts of a newspaper. ➤ Describes the parts of a newspaper according to its content.
Sarah G. Paalisbo	Mutia	3	Interprets a pictograph based on a given legend. ➤ Describes pictograph and its uses. ➤ Discuss the information found in the legend using a pictograph.
Myraluna M. Bermudez	Godod	4	Interprets the labels in an illustration.
Arlene A. Buntag	Gutalac II	5	Uses the correct form of the verb that agrees with the subject when writing an event.
Resty P. Bachiller	Salug I	6	Gives another title for literary or information text.
Erlita B. Antao	Kalawit	7	Identifies the author's purpose for writing a selection.

**Grade I – Quarter 4**

Teacher-Writer	District	Week Number	Assigned MELC
Joan M. Clamohoy	S. Osmaña I	1	Identify action words in oral and written exercises.





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			Use action words to give simple two- to three- step directions.
Mirasol C. Elcamel	Sindangan North	2	Identify describing words that refer to color, size, shape, texture, temperature, and feelings in sentences.
Rosevilla L. Mejos	Siocon	3	Identify, give the meaning of, and use compound words in sentences.
Julie Mae E. Carcallas	Labason	4	Use describing words in sentences.
Maylyn R. Saren	Gutalac I	5	Give the synonyms and antonyms of describing words.

**Grade II – Quarter 4**

Teacher-Writer	District	Week Number	Assigned MELC
Pilar T. Billones	Liloy II	1	Use conventions of writing in composing journal entries and letters (friendly letter, thank you letter, letter of invitation, birthday greetings).
Amie G. Cuenca	Polanco I	2	Identify and use adjectives in sentences.
Imelda T. Jatico	Rizal	3	Identify synonyms and antonyms of adjectives.
Jeanne Rose A. Barboso	Mutia	4	Use correctly adverbs of a. time, b. place, c. manner, d. frequency

**Grade III – Quarter 4**

Teacher-Writer	District	Week Number	Assigned MELC
Lourdelita Pelpinosas	Labason	1	Makes a two-level outline for a report or an interesting experience.







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Bernadette B. Largo	Piñan	2	Writes 3-5 step procedural paragraph using signal words such as first, last, then, and next.
Rodalyn J. Bation	Tampilisan	3	Identifies and uses adverbs of manner in different degrees of comparison.
Rodenina S. Meralles	S. Osmeña II	4	Identifies and uses correctly prepositions and prepositional phrases.



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Enclosure 2 to Division Memorandum No. 398, s. 2023

**Division Quality Assurance Team**

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. Darlene Joy Mayormita (S. Osmeña I)</li> <li>2. Marivic J. Cagas (Sindangan Central)</li> <li>3. Marilou B. Partosa (Godod)</li> <li>4. Evelyn E. Mascardo (Manukan I)</li> <li>5. Gemma R. Calumpang (Bacungan)</li> <li>6. Cynthia M. Aranda (Tampilisan)</li> <li>7. Justina M. Salac (Rizal)</li> <li>8. Imelda L. Obnimaga (Sibutad)</li> <li>9. Renalyn T. Gonzales (Godod)</li> <li>10. Joji Marie M. Janolino (Polanco II)</li> </ol> | <ol style="list-style-type: none"> <li>1. Glen D. Tagulob (Godod)</li> <li>2. Jacqueline L. Te (Tampilisan)</li> <li>3. Gina E. Yabo (Rizal)</li> <li>4. Brenda M. Cudas (Katipunan I)</li> <li>5. Sheeza D. Rico (Sindangan South)</li> <li>6. Menced Melleth M. Turno (Salug I)</li> <li>7. Virgilou L. Carloto (Kalawit)</li> <li>8. Grechel P. Fabra (Sind. Central)</li> <li>9. Ma. Serlyn P. Asentista</li> </ol> |
|---|---|

**Assignment for the Division Quality Assurance Team**

**Grade I – Quarter 2**

Quality Assurer	District	DLP Week(s) Number
Marivic J. Cagas	Sindangan Central	1
Evelyn E. Mascardo	Manukan I	2
Cynthia M. Aranda	Tampilisan	3
Justina M. Salac	Rizal	4 & 7
Marilou B. Partosa	Godod	5
Darlene Joy B. Mayormita	Sergio Osmeña I	6
Gemma R. Calumpang	Bacungan	8





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**Grade II – Quarter 2**

Quality Assurer	District	DLP Week(s) Number
Gina E. Yabo	Rizal	1
Brenda M. Cudas	Katipunan I	2
Joji Marie M. Janolino	Polanco II	3
Imelda L. Obnimaga	Sibutad	4
Sheeza D. Rico	Sindangan South	5 & 7
Renalyn T. Gonzales	Godod	6

**Grade III – Quarter 2**

Quality Assurer	District	DLP Week(s) Number
Menced Melleth M. Turno	Salug I	1
Glen D. Tagulob	Godod	2
Brenda M. Cudas	Katipunan I	3
Jacquiline L. Te	Tampilisan	4
Virgilou L. Carloto	Kalawit	5
Grechel P. Fabra	Sindangan Central	6 & 7

**Grade I – Quarter 3**

Quality Assurer	District	DLP Week Number
Evelyn E. Mascardo	Manukan I	1
Marivic J. Cagas	Sindangan Central	2
Marilou B. Partosa	Godod	3





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Cynthia M. Aranda	Tampilisan	4
Gemma R. Calumpang	Bacungan	5
Justina M. Salac	Rizal	6
Cynthia M. Aranda	Tampilisan	7
Darlene Joy B. Mayormita	Sergio Osmeña I	8

**Grade II – Quarter 3**

Quality Assurer	District	DLP Week Number
Renalyn T. Gonzales	Godod	1
Imelda L. Obnimaga	Sibutad	2
Joji Marie M. Janolino	Polanco II	3
Gina E. Yabo	Rizal	4
Sheeza D. Rico	Sindangan South	5

**Grade III – Quarter 3**

Quality Assurer	District	DLP Week Number
Virgilou L. Carloto	Kalawit	1
Brenda M. Cudas	Katipunan I	2
Grechel P. Fabra	Sindangan Central	3
Glen D. Tagulob	Godod	4
Jacquiline L. Te	Tampilisan	5
Menced Melleth M. Turno	Salug I	6
Virgilou L. Carloto	Kalawit	7





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**Grade I – Quarter 4**

<b>Quality Assurer</b>	<b>District</b>	<b>DLP Week Number</b>
Darlene Joy B. Mayormita	Sergio Osmeña I	1
Marivic J. Cagas	Sindangan Central	2
Evelyn E. Mascardo	Manukan I	3
Gemma R. Calumpang	Bacungan	4
Marilou B. Partosa	Godod	5

**Grade II – Quarter 4**

<b>Quality Assurer</b>	<b>District</b>	<b>DLP Week Number</b>
Renalyn T. Gonzales	Godod	1
Imelda L. Obnimaga	Sibutad	2
Joji Marie M. Janolino	Polanco II	3
Gina E. Yabo	Rizal	4

**Grade III – Quarter 4**

<b>Quality Assurer</b>	<b>District</b>	<b>DLP Week Number</b>
Glen D. Tagulob	Godod	1
Menced Melleth M. Turno	Salug I	2
Jacquiline L. Te	Tampilisan	3
Ma. Serlyn P. Asentista	Katipunan II	4





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Enclosure 3 to Division Memorandum No. 3918, s. 2023

**MTB-MLE Grades I – III DLP Development Timeline**

**Quarter 2**

September 2023 – Development of quarter 2 lesson plans.  
October 1- 7, 2023 – District QA  
October 8-14, 2023 – Division QA  
October 15-16, 2023 – Submission of the DLPs to LRMS  
October 17 – 20, 2023 – Downloading of MTB- MLE DLPs soft copy to the districts  
October 18 – 27, 2023 – In-school printing and distribution of DLPs

**Quarter 3**

November 2023 - Development of quarter 2 lesson plans.  
December 1- 8, 2023 – District QA  
December 9-16, 2023 – Division QA  
January 2-5, 2024 – Submission of the DLPs to LRMS  
January 7 – 12, 2024 – Downloading of MTB- MLE DLPs soft copy to the districts  
January 14 – 20, 2024 – In-school printing and distribution of DLPs

**Quarter 4**

February 2024 - Development of quarter 2 lesson plans.  
March 2-9, 2024 – District QA  
March 10-16, 2024 – Division QA  
March 2-5, 2024 – Submission of the DLPs to LRMS  
March 17 – 23, 2024 – Downloading of MTB- MLE DLPs soft copy to the districts  
March 24 – 31, 2024 – In-school printing and distribution of DLPs



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