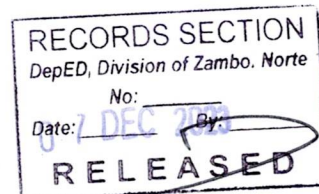




Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



**Office of the School Division Superintendent**

December 7, 2023

**Division Memorandum**

No. SAC, Series 2023

**REITERATION ON DIVISION MEMORADUM NO. 236, S. 2023  
TITLED "DEVELOPMENT OF UNIFIED DAILY LESSON PLANS (DLPs)  
AND TEST ITEMS"**

TO: All Public Schools District Supervisors  
All Principal In-Charge of the Districts  
Concerned Elementary School Principals and Teachers  
Other Concerned Personnel

1. This is to reiterate paragraph 1 of the above-mentioned memorandum which states that **DepEd Policy Guidelines on Daily Lesson Plan (DLP) preparation recognizes that instructional planning is essential to successful teaching and learning.** In consonance therewith, this office embarks on a major activity for the **Development of Unified DLPs and Test Items Formulation.**
2. In addition, paragraph 2 specified target deadline. Viz:
  - a. Virtual Orientation – June 30, 2023
  - b. DLP/Test Item Development – July 3-7, 2023
  - c. District QA - July 10-14, 2023
  - d. Division QA – July 17-21, 2023
  - e. Submission of DLPs/Test Items to LR – July 24, 2023
  - f. Downloading of soft copies to the Districts – July 25, 2023
  - g. In-school Printing and Distribution – July 26-31, 2023
  - h. Monitoring of the CID MT – July 26-31, 2023
3. The above-written information clearly revealed that science team is logging behind schedule and must do leap frogging in order to cope with the task.
4. Teachers who were tapped by their respective grade level team leaders or chairpersons or at their own free-will are mandated or obliged to write and submit written DLPs for quality assurance on Content, Language and illustration by the Division Science Management Team.
5. On or before 12:00 noon of December 15, 2023 is the deadline set for the submission of written and quality assured DLPs, and test Items.



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6. In case, by any reason, there are teachers who will fail to write and submit DLPs assigned to them, a written explanation is a must or a medical certificate duly signed by a government physician is required and duly endorsed by their immediate head and their district supervisor.
7. Existing competencies identified under K to 12 program or of the MELCs shall be followed or served as a reference. These two are recommended by DepEd or made available momentarily. These competencies will be unpacked into lessons for daily instructional purposes and as deemed necessary. Please see attach **Annex "A" and Annex "B"**.
8. On one hand, if the competency assigned to a particular teacher is still unpacked, she or he have to do it by herself or himself or may ask assistance of their team leader.
9. Travel and incidental expenses relative to the above-stated activity will be charged against MOOE, LGU, fund (if any), or SEF. These expenses will still be subjected to the usual accounting, auditing rules and regulations.
10. Education Program Supervisor (EPS), PSDSs, PICDs, School Heads, TWGs, writers and illustrators who will be taking part of the DLPs, Test Item writing during **Saturdays, Sundays** or during **Holidays** are entitled to **Compensatory Time-Off (CTO) or Service Credit/s** whichever is applicable.
11. Immediate dissemination of this memorandum is enjoined.

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