

Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 SCHOOLS DIVISION OFFICE OF BAGUIO CITY



05 February 2021

DIVISION MEMORANDUM
 No. 035 s. 2021

SUBMISSION OF BEST PRACTICES IN THE IMPLEMENTATION OF MDLDM DURING THE TIME OF COVID - 19

To : ALL CID and SGOD Chief Education Supervisors
 Public School District Supervisors
 Public and Private Elementary School Heads
 Public and Private Secondary School Heads
 Others Concerned

1. In line with the implementation of the Basic Education Learning Continuity Plan (BE-LCP), this office requests all schools to document and submit best practices or innovation anent to the implementation of the **Multiple Distance Learning Delivery Modalities (MDLDM)**.
2. The activity aims to identify and document best practices or innovations in the schools which can be replicated and shared to other schools.
3. Relative to this, all public and private schools are required to submit best practices or innovation through their PSDS's **on or before February 26, 2021** for benchmarking of other schools and to be shared via Knowledge Sharing Series in the Schools Division of Baguio City using the format (see enclosure No.1).
4. Public Schools District Supervisors (PSDS) need to ensure that all schools in their area of jurisdiction are provided with technical assistance in order to facilitate the preparation and submission of the best practices.
5. Other than the format to be used, a power point presentation, video clips or any other platforms can be used for the presentation of these innovative practices during the Knowledge Sharing Series and other meetings which will be announced in a separate memorandum.
6. Immediate and wide dissemination of this Memorandum is desired.


MARIE CAROLYN B. VERANO, CESO V
 Schools Division Superintendent 



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Enclosure 1:

Format of the Terminal Report for Submission to the Search for Best Practices (RM 148 s. 2020)

- 1. Title** - it should be brief, simple, concise, and should not exceed 20 words including articles. It can also be catchy or ignites the interest of the reader, has relevance to the practice, and it could also be indigenized or localized.
- 2. Rationale/Background** - it should reflect the mandate of DepEd Order # 83, s. 2012 and present the actual need based from the situational analysis conducted supported by facts or data.
- 3. Objectives** - it should be SMART: Specific and clear, Measurable, Attainable, Result- oriented, and Time bound.
- 4. Methodology** - it contains the necessary information necessary for the implementation of the practice like: Materials needed in the implementation of the practice, the procedure or the step by step activities to be done in the implementation of the practice including M&E of immediate superior, how to measure the effectivity of the practice or how to determine the impact of the practice. It also includes the time table for the practice implementation until the terminal reporting
- 5. Monitoring and Evaluation** - it contains the MOVs of the M&E activities conducted by immediate superior relative to the implementation of the practice like observation report and other means of doing the monitoring.
- 6. Progress Report** - it contains the periodical report on the accomplishment of each activity provided in the methodology properly analyzed with emphasis on probable effect which could be qualitative or quantitative duly signed by immediate superior.
- 7. Advocacy** - Modes of Verification on Advocacies conducted which can be pictorials, tarpaulin, Minutes of advocacy meetings and attendance, and others
- 8. Impact:** - the impact of the implementation of the practice is measured in terms of the three out of four components of the school based management (SBM) which are the following:
 - Leadership and Governance
 - Curriculum and Instruction
 - Management of Resources
 - Accountability and Continuous Improvement
- 9. Accountability and Continuous Improvement-** This contains a detailed report on the accomplishment of all identified activities/tasks in response to the objectives of the practice implementation and its result on processes for improvement gearing towards total quality management.

Proponent

Immediate Superior

Note: Supporting documents should be packaged properly



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