



Republic of the Philippines  
**Department of Education**  
REGION XIII – CARAGA



February 18, 2020

**DIVISION MEMORANDUM**

No. 55, s. 2020

**REITERATION OF DEPED ORDER NO. 42. SERIES 2015 RE POLICY  
GUIDELINES ON DAILY LESSON PREPARATION FOR THE K TO 12 BASIC  
EDUCATION PROGRAM**

To: **Assistant Schools Division Superintendent  
Chiefs, SGOD and Curriculum Implementation Division  
Education Program Supervisors  
District Instructional Supervisors  
Elementary and Secondary School Heads/Principals  
Elementary and Secondary School Teachers  
This Division**

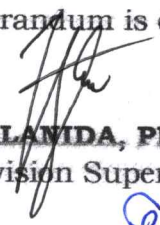
1. To address the concerns and issues discussed during Convergence of Teachers and SDO Personnel in 10 Districts and CID meeting; and for uniformity purposes of the template of the Detailed Lesson Plan (DLP)/Daily Lesson Log (DLL) preparations of teachers, this Office reiterates DepEd Order No. 42, series 2015 on the Policy Guidelines on Daily Lesson Preparation for the K to 12 Basic Education Program.
2. The guidelines affirm the role of the K to 12 teacher as a facilitator of learning. Preparing for lessons through the DLL or DLP provides the teachers with the very opportunity for reflection on what learners need to learn, how learners learn, and how to effectively facilitate the learning process.
3. These guidelines also aim to empower teachers to carry out quality instruction that recognizes the diversity of learners inside the classroom. It is a commitment to learner's success, allowing the use of information and communications technologies (ICTs), and enabling the teacher to guide, mentor, and support learners in developing and assessing their learning across the curriculum.
4. Teachers are reminded of these guidelines:
  - a. Teachers with at least one (1) year of teaching experience, including teachers with private school and higher education institution (HEI) teaching experience, shall not be required to make Detailed Lesson Plan. Teachers who have been in the service for at least one (1) year, handling learning areas with available Learner's Materials (LMs) and Teacher's Guides (TGs) provided by Department shall not be required to prepare a DLP. Instead they shall be required to fill out a weekly DLL. Teachers are allowed to work together in preparing DLPs and DLLs. Seasoned or





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- veterans teachers shall also mentor new or novice teachers in the preparation of DLPs and DLLs.
- b. Parts of the DLL/DLP are the following: OBJECTIVES, CONTENT, LEARNING RESOURCES, PROCEDURES, REMARKS and REFLECTION.
  - c. Learning Competencies (with LC Codes), Performance Standards and Content Standards should be logged in the DLL/DLP. Unpacking/sub-tasking of competencies must be done if its time budget is more than one (1) day or as the need arises. It is written under LCs
  - d. Flexibility is allowed in the delivery of the DLL procedures. Teachers do not need to go through all ten (10) parts in every lesson. Teachers need to ensure that the procedures of the lesson lead to the achievement of the stated objectives. The formative assessment methods to be used by the teacher should determine if the objectives of the lesson are being met.
  - e. Only one (1) day advance DLP or DLL is allowed to be written or printed in the DLL or DLP Volumes even if the competencies allotted more than a day.
  - f. In the Remarks part, please write or fill-up this portion if the competencies or DLLs are not recited for the day due to valid reasons.
  - g. In the Reflection part, the teacher will simply reflect and assess the applicable items such as the number of learners who earned 80% in the evaluation, the number of learners who are required activities for remediation, and those who continue to require remediation, the difficulties the teachers encountered that their principal or supervisor can help or provide technical assistance, and others.
  - h. DLL or DLP encoded in the laptops or desktop must be printed.
  - i. DLLs/DLPs must be checked based on Curriculum Guides by the Master Teachers/Head Teachers/School Heads/Principals daily for small schools and weekly by big schools
  - j. DLL or DLP must be compiled (from June to present). These should be regularly updated and be strategically situated in the teacher's table for easier access for instructional supervision purposes.
5. Immediate and widest dissemination of this Memorandum is desired.

  
**KAREN L. GALANIDA, PhD, CESO VI**  
Schools Division Superintendent

Reference: DepEd Order No. 42, S. 2015  
To be indicated in the Perpetual Index under:

LESSON LOG/PLANS    TEACHERS    TEMPLATE

KLG/cpt2020

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