



Republic of the Philippines
Department of Education
 REGION XIII – CARAGA
 SCHOOLS DIVISION OFFICE OF SURIGAO CITY



October 21, 2020

DIVISION MEMORANDUM

No. 177, s. 2020

TO: Assistant Schools Division Superintendent
Chief, CID
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Principals/School Heads
 This Division

SCHOOL/DISTRICT DATA GATHERING TEMPLATE FOR THE 3RD QUARTER CLMD-CID CONVERGENCE

1. Pursuant to Regional Memorandum 432, Series 2020, DepEd Caraga will conduct the 3rd Quarter CLMD-CID Convergence on October 30, 2020 via google meet. A special meeting in all focal persons in special curricular programs on November 3, 2020 is also scheduled to discuss the Curriculum Guides (CGs) and the Most Essential Learning Competencies (MELCs).
2. Participants of this converge are the Schools Division Superintendents, Assistant Schools Division Superintendents, Chiefs of the Curriculum Implementation Division (CID), Education Program Supervisors of CID, Division Learning Resource (LR) Managers, Alternative Learning System (ALS) Supervisors, Division Coordinators of the different curricular programs, Librarians, and Project Development Officers (PDOs).
3. Each Division is required to present Concerns, Issues, Gaps and Problems (CIGPs) related to curriculum management and implementation.
4. To make the Division CIGPs' more realistic, meaningful and relevant, each District is required to submit a consolidated report following the attached templates found in Enclosures 1 – 4.
5. District Consolidated CIGPs Report will be sent through soft copies in the FB group account of CID Staff or directly to the Chief Education Supervisor on or before Thursday, October 22, 2020
6. Immediate dissemination and compliance of this Division Memorandum to all concerned is highly desired.

K. Galanida
KAREN L. GALANIDA, PhD, CESO V
 Schools Division Superintendent

Reference: Regional Memo No. 432, s. 2020

To be indicated in the PERPETUAL INDEX under the following subjects:

CONVERGENCE REPORT SCHOOLS TEMPLATES

KLG/cpt2020



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Enclosure 1 - **TEMPLATE 1 – REPORT ON ORGANIZATION OF CLASSES**

1. CLASS SIZE

GRADE LEVELS	LEARNING MODALITY	NO. OF SCHOOLS	NO. OF TEACHERS	NO. OF LEARNERS	AVERAGE CLASS SIZE
KINDERGARTEN					
GRADES 1 TO 3					
GRADES 4 TO 6					
GRADES 7 TO 10					
GRADES 11 TO 12					
MULTIGRADE (MPPE)					

In case the school is adopting 2 or more modalities, this table shall be filled out separately by learning modality

Answer the following questions:

1. Are there instances where the number of learners in a class exceeds the recommended class size (based on RM 395, S. 2020)? If Yes, specify the grade level/s or key stage/s. What actions were undertaken to address the problem?

2. Are there excess number of teachers in a particular school? Are there shortages? If Yes, what actions were undertaken to ensure equitable distribution and maximum utilization of human resources?

Enclosure 2 - **Teachers' Loading**

Name of School	Number of Teachers	No. of Teachers with 6 hours of Actual Teaching	No. of Teachers with 5 hours of Actual Teaching	No. of Teachers with less than 5 hours of actual teaching hours
A. ELEMENTARY				
B. JUNIOR HIGH SCHOOL				
C. SENIOR HIGH SCHOOL				
D. ALS				

Enclosure 3 - **Monitoring Mechanisms**

This shall be used as basis in monitoring the teachers' activities equivalent to 6 hours of teaching loads. Specify the tool/processes, means of monitoring, and the frequency of conducting the monitoring activities

31. Modular Distance Learning

TASKS	MONITORING TOOL	MEANS OF MONITORING	PERSONS INVOLVED	FREQUENCY OF MONITORING
1. Preparation of the Weekly Home Learning Plan				
2. Preparation of other supplementary learning materials				
3. Sorting and Packing of SLMs monthly/quarterly				
4. Distribution and retrieval of SLMs and other learning outputs				
5. Checking and recording of results of written tasks and performance outputs				
6. Development of supplementary readings and learning materials				
Other Tasks				
1. Development of formative assessment tasks (preferably performance tasks) and summative assessments				
2. Construction of holistic/analytic rubrics to assess learning tasks				
3. Assessment and evaluation of student progress				
4. Provision of appropriate intervention strategies, if necessary, through the Individual Monitoring Plan (IMP)				
5. Adjustment of WHLP based on their learning needs (based on IMP)				
6. Constant communication with the learners/parents/teacher aides to seek feedback about the learners' difficulty or areas of confusion in the lesson				
7. Attending webinars organized by DepEd and other authorized training providers				
8. Conduct of collaboration meetings with other subject teachers and advisers				
9. Conduct of online consultation meeting with learners				
10. Conduct of online meeting with parents				

Enclosure 4 - **Template 2: Curriculum Management and Implementation**

	ACTIVITIES CONDUCTED	DATE CONDUCTED	RESULTS/ OUTCOMES (Objectively Verifiable Indicators)	FACILITATING FACTORS	HINDERING FACTORS	T.A. NEEDED FROM SDO
1. Curriculum Implementation						
2. Curriculum Innovation						
3. Learning Resource Development						
4. Learning Resource Management						
5. Learning Outcomes Assessment						
6. Monitoring &Evaluation/ T.A						

Prepared by:

School Principal

Noted by:

Public School District Supervisor