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Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE OF NUEVA ECIJA

RECORDS SECTION

22 July 2021

DIVISION MEMORANDUM
No. 193, s. 2021

PREPARATION FOR THE ADJUSTMENT OF THE BASIC EDUCATION LEARNING CONTINUITY OPERATIONAL PLAN (BE-LCOP) FOR SCHOOL YEAR 2021-2022

To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

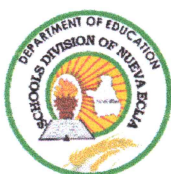
1. In order to provide clear guidance to all schools and community learning centers (CLCs), this Office shall conduct series of activities in preparation for the Adjustment of the Basic Education-Learning Continuity Operation Plan (BE-LCOP) for the School Year 2021-2022 on the following schedules via Google Meet:

Activity	Schedule
Meeting/ Orientation of PSDSs and School Heads on the Preparation of BE-LCOP	August 3, 2021
Preparation of BE-LCOP	August 4 -13, 2021
Presentation of the School Adjusted BE-LCOP for SY 2021-2022 by the School Heads to the panel (<i>PSDS, Monitoring Area In-Charge from CID and SGOD</i>)	August 16-20, 2021
After the approval of the panel, presentation to the local government officials	August 23-27, 2021
Submission of the Adjusted School BE-LCOP to the SDO	August 31, 2021

2. The agenda for the consultative meeting/ orientation with the PSDSs and school heads are the following:

- 2.1 Discussion on the Framework why there is a need to adjust the School BE-LCOP for School Year 2021-2022 and where it should be anchored;
- 2.2 Seven-minute presentation of each PSDSs on the lessons learned in the implementation of BE-LCP for SY 2020-2021 and the possible adjustments that should be made; and
- 2.3 Discussion of the guidelines on the parts and standard format for the adjusted School BE-LCOP.

3. Each PSDS presenter is requested to observe the allotted time for the presentation. The presentation should include background information / introduction that contains data placed in Powerpoint presentation slide number 1 and 2, lessons learned in the implementation of the BE-LCP for SY 2020-2021 in slide numbers 3 and 4, and possible adjustments that school be made in slide numbers 5 and 6.



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4. On the other hand, the participants in the presentation of the adjusted School BE-LCOP are school heads, while the observers are the PSDSs, Monitoring Supervisor / Area In-Charge in CID and SGOD.
5. Enclosed are the following:
Enclosure No.1 - Matrix of Activity for the Consultative Meeting/ Orientation
Enclosure No. 2 - Standard format of the Adjusted BE_LCOP
6. Each school is given 20 minutes to present the adjusted School BE-LCOP to the panel. The presentation should include the following and not more than 25 slides:
 - 6.1 Background Information
 - 6.2 Situational Analysis
 - 6.3 Implementation Plan
 - KRA & Objectives Aligned to OPCRf
 - Strategies culled from Sulong Edukalidad / SWOT Analysis
 - Activities – Initiatives of Schools
 - Monitoring Plan
7. Upon approval, school heads are task to present the plan to their respective local government officials to report the present status of the school and solicit support for the its planned PPAs.
8. Finalized the BE-LCOP and submit a copy to the SDO.
9. Immediate dissemination of this Memorandum is earnestly desired.


JESSIE D. FERRER, CESO V
Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subjects:
BE- LCOP

DM 2021 Memo_BE-LCOP Preparation
MLA 07-22-2021

CONSULTATIVE MEETING / ORIENTATATION OF PUBLIC SCHOOLS DITRICT SUPERVISOR AND SCHOOL HEADS ON THE PREPARATION OF BE-LCOP

August 3, 2021, @ 9:00 a.m.

Part I – Opening Program

National Anthem	-----	Audio Visual Presentation
Prayer	-----	Audio Visual Presentation
Welcome Messages	-----	Ronilo E. Hilario Assistant Schools Division Superintendent
		Mina Gracia L. Acosta, PhD, CESO V Assistant Schools Division Superintendent
Inspirational Message	-----	JESSIE D. FERRER, CESO V Schools Division Superintendent
Roll Call	-----	Laberne A. Ladignon Jr. EPS
Statement of Purpose and Presentation of Agenda	---	Jayne M. Garcia, EdD CID Chief

Part II – Meeting / Orientation Proper

Agendum	Presenter
➤ Discussion on the Framework why there is need to adjust the BE-LCP for SY 2021-2022 and where it should be anchored	Mina Gracia L. Acosta, PhD, CESO VI Assistant Schools Division Superintendent Ronilo E. Hilario Assistant Schools Division Superintendent
➤ Analysis of Statement of Expenditure (SOE) Reports For BE-LCP Provision of Learning resources	Marah M. Pacson Division Accountant
➤ Seven-minute presentation of each PSDS on the lessons learned in the implementation of the BE-LCP for SY 2020-2021 and the possible adjustments that should be made	<i>Sequence of Presentation</i> Congressional District I (Zaragoza, Guimba East, Guimba West, Nampicuan, Licab, Talavera North, Talavera South, Aliaga, Cuyapo East, Cuyapo West, Quezon. Sto.Domingo,) Congressional District IV (Cabiao, Jaen North, Jaen South, Gen Tinio, San Antonio, San Leonardo, Penaranda, San Isidro) Congressional District II (Lupao, Rizal, Llanera, Talugtug, Pantabangan, Carranglan) Congressional District III (Palayan, Gen. Natividad, Gabaldon, Laur, Sta, Rosa North, Sta, Rosa South, Bongabon)
➤ Guidelines in the preparation of the different parts and standard format of the adjusted BE-LCP that each school will craft	Jayne M. Garcia, EdD CID Chief
➤ Ways Forward	/

GUIDELINES AND STANDARD FORMAT OF THE ADJUSTED BE-LCOP

Parts of the BE-LCOP:

1. **Approval Sheet** – prepared by the SH, Reviewed by the PSDS, CID Chief and SGOD Chief, and Recommended for Approval – ASDSs, Approved – SDS
2. **Cover Page** – logo and visual representation of the School as background to the title of the document
3. **Executive Summary** – provides the overview or summary of the plan
4. **Introduction** – includes the rationale and the bases for the LCP preparation...reason why?
5. **Goal and Specific Objectives** – Explains why the Learning Continuity Plan is prepared and whom it will benefit
6. **Situational Analysis** – describes the current context of the Schools as basis for impartial decisions and plans for action. Surveys that have been initiated by SDO / School Levels may provide a comprehensive reference to determine the Strength Weaknesses, Opportunities, Threats that may affect planning for appropriate strategies of action (baseline data including survey results). After SWOT Analysis, Strategic Options, table of annexes) Based on the survey, identify the Strengths, Weaknesses, Opportunities, and Threats, include in the discussions.
7. **Framework** – Sulong Edukalidad Framework
8. **Implementation Plan**- may be structured to reflect the accountability of each personnel in the Schools Strategies (from the strategic options)
 - KRA & Objectives – Aligned to OPCR
 - Strategies – culled from Sulong Edukalidad or SWOT Analysis
 - Activities – initiatives of the SDO / Schools
9. **Monitoring Plan** – spells out the mechanisms to be organized to guarantee that actions are implemented according to expectations and goal
10. **References**
11. **Annexes** – includes SWOT, Monitoring Tool

Technical Specifications:

Style	Description
Paper Size	A4
Font Type	Bookman Old Style
Font Size	11
Page numbers	Lower right corner
Margins	Left-1.5”, Right-1”, Top and Bottom 1”
Cover Page	Logo of Division on the lower right corner) and the School logo on the left of the Division logo, Visual representation of the School as background of the Title of the Document
Inside Pages	With footer at the lower right corner bearing the name or title of the LCOP and page number

Sulong Edukalidad Framework

