



Republic of the Philippines
Department of Education

OFFICE OF THE DIRECTOR IV
02 FEB 2022 3:46
02 FEB 2022 4:00

JOINT MEMORANDUM
DM-CI-2022-020

TO : Regional Directors
Assistant Regional Directors
All Others Concerned

FROM : *[Signature]*
DIOSDADO M. SAN ANTONIO
Undersecretary for Curriculum and Instruction

[Signature]
Atty. REVSEE A. ESCOBEDO
Undersecretary for Field Operations, Palarong Pambansa Secretariat
and DEACO

SUBJECT : **Submission of Regional Progress Monitoring Report on Learning Resources in the Implementation of Basic Education – Learning Continuity Plan (BE-LCP) for School Year 2021-2022**

DATE : January 21, 2022

DEPARTMENT OF EDUCATION
RECEIVED
FEB 02 2022
BY: *[Signature]* TIME: 3:00

In its commitment to monitor programs, projects, and activities (PPAs) under the Basic Education Learning Continuity Plan (BE-LCP) while ensuring the safety and well-being of learners, teachers, and personnel, we issued the memorandum (DM-PHROD-2021-0034) titled Submission of Regional Progress Monitoring Report on the Implementation of Basic Education-Learning Continuity Plan (BE-LCP) for School Year 2020-2021. Through this, valuable information was provided and helped policymakers on policy and operational concerns in the implementation of BE-LCP.

Hence, we are sincerely expressing our gratitude to all Regional Offices (ROs) and the Schools Division Office (SDO) for their significant contribution in the submission of the required reports as stipulated in the said memorandum.

As we continue to implement BE-LCP, effective and efficient monitoring is still essential to be carried out by all governance levels to determine the needed requirements and reinforcement or adjustment in the implementation of involved PPAs.

Similarly, the utilization of the remaining funds from the Bayanihan 1 (Republic Act 11469), Bayanihan 2, FY 2020, and FY 2021 Funds and the incoming FY 2022 Fund will be supervised to track progress and make an informed evaluation on the physical accomplishment of Learning Resources (LRs). Thus, the reporting of the Regional Offices shall continue and shall be named Regional Progress Monitoring Report for SY 2021-2022 on Learning Resources in the implementation of Basic Education Learning Continuity Plan (BE-LCP) using the refined template. Please refer to Annex A for the List of Regional Google Sheet Links (same as the previous links).

The redesigned progress monitoring template will still be used in response to the requirements of the management and oversight agencies relative to the actual implementation of the BE-LCP in terms of allowable expenditure and the status of allotted funds.

Email forwarded to CLMD/
LRMS
1/27/22 email

In the same way, the reporting and submission of data requirements shall still be spearheaded by the Office of the Regional Director (RD), and said office may assign office/s or personnel who shall accomplish the needed data requirements. The RD shall identify one (1) Permanent and two (2) Alternative point persons who will be responsible for ensuring the timely and validation of the needed reports. In the absence of Permanent and two Alternate point persons, the Central Office will communicate to the Regional Director or in-charge of the BE-LCP Progress Monitoring Report. An offline version of the said template is also provided in case conflict on internet connectivity arises. Accomplishing the online report may also be done in real-time. The first official reporting shall commence on February 07 until May 26, 2022. The official submission schedule of the accomplished online or offline report shall be every last Thursday of the month with a cutoff time of 5:00 PM. In case of a holiday, the submission will be on the next working day. Any submitted report after the cutoff date will be used in the succeeding report. Please see the attached Annex B for the schedule of submission.

To properly cascade all the instructions and concerns, an orientation on the permanent and alternative point persons on the refined template will be conducted on January 31, 2022 – February 04, 2022 (a separate advisory letter will be issued). For documentation purposes, please submit through email the names and email addresses of the newly assigned three (3) point persons using the provided template (Annex C) to the PS-PPD through ps.ppd@deped.gov.ph. No submission of new point persons may infer that the regions opt to assign the same point persons from the previous progress monitoring.

Additionally, Regional Offices (ROs) may contextualize the refined template and the memorandum relative to their preferences and strategy to make it more adaptive and hasten the retrieving of required data. RO shall coordinate with its counterpart office in Schools Division Office (SDO) in encoding the data to synchronize with the standard template. Subsequently, ROs shall submit the consolidated data to Central Office (CO) on the scheduled dates. The following are the office/s at the Regional Office and SDO that will ensure the provision of correct data on their respective concerns/field

CONCERN	REGIONAL OFFICE	SCHOOLS DIVISION OFFICE	School Personnel
Self-Learning Module (SLM), Learning Activity Sheets (LAS) and other Learning Resources	Curriculum and Learning Management Division (Learning Resource Management and Development Section) Regional Supply Officers	Curriculum and Implementation Division (Learning Resources Management Section; Instructional Management Section; District Instructional Supervision Section) Administrative Service (Property and Supply Unit)	School Custodian
Fund Source	Finance Division	Division Accountant Budget Officer	Principal or School Head

To account for the current situation of learning resources for S.Y. 2021-2022, the *Regional Progress Monitoring Report for S.Y. 2021-2022 on Learning Resources in the Implementation of Basic Education Learning Continuity Plan (BE-LCP)* should be complied with by the concerned personnel for the Department's informed evaluation on the implementation of BE-LCP Progress Monitoring Report. Please see attached *Annex D for the BE-LCP PMR Process Flow and Annex E for the Term of Responsibilities.*

Please be advised that this template will not replace the existing reporting template on Statement of Expenditure (SOE). Instead, this complements SOE since the regional progress monitoring report mainly focuses on physical accomplishment while SOE is on financial accomplishment.

The submission of the offline report shall be emailed to the Planning Service – Planning and Programming Division through ps.ppd@deped.gov.ph and copy furnish the Bureau of Learning Resource through blr.od@deped.gov.ph.

Finally, for further inquiries, please contact the following offices:

Type of Concern	Concerned Office	Official Email Address
Progress Monitoring Report Template-related concerns (e.g., troubleshooting of the Google sheet)	Planning and Programming Division	ps.ppd@deped.gov.ph
Learning Resources related concerns (e.g., SLMs)	Bureau of Learning Resource – Manila	blr.od@deped.gov.ph
Financial monitoring of Learning Resources or Statement of Expenditure (SOE) related concerns	Bureau of Learning Resource – Manila - Learning Resources Production Division Education Program Management Office (formerly EPDU)	blr.lrp@deped.gov.ph epmo@deped.gov.ph

Should you have any concerns or clarifications please contact the Planning and Programming Division through Mr. John Carlo S. Astilla, Education Program Specialist II at johncarlo.astilla@deped.gov.ph and the Bureau of Learning Resources through Ms. Ma. Teresa Tan, Project Development Officer III at blr.od@deped.gov.ph or ma.tan026@deped.gov.ph.

Thank you.

List of Regional Google Sheet Links

Region	Link
I – Ilocos Region	bit.ly/Reg1ProgressMonitoringReport
II – Cagayan Valley	bit.ly/Reg2ProgressMonitoringReport
III – Central Luzon	bit.ly/Reg3IProgressMonitoringReport
IVA – CALABARZON	bit.ly/Reg4AProgressMonitoringReport
IVB – MIMAROPA	bit.ly/Reg4BProgressMonitoringReport
V – Bicol Region	bit.ly/Reg5ProgressMonitoringReport
VI – Western Visayas	bit.ly/Reg6ProgressMonitoringReport
VII – Central Visayas	bit.ly/Reg7ProgressMonitoringReport
VIII – Eastern Visayas	bit.ly/Reg8ProgressMonitoringReport
IX – Zamboanga Peninsula	bit.ly/Reg9ProgressMonitoringReport
X – Northern Mindanao	bit.ly/Reg10ProgressMonitoringReport
XI – Davao	bit.ly/Reg11ProgressMonitoringReport
XII – SOCKSARGEN	bit.ly/Reg12ProgressMonitoringReport
XIII – CARAGA	bit.ly/CARAGAProgressMonitoringReport
NCR - National Capital Region	bit.ly/NCRProgressMonitoringReport
CAR - Cordillera Autonomous Region	bit.ly/CARProgressMonitoringReport

Schedule of Submission of the BE-LCP Progress Monitoring Report for School Year 2021 - 2022

Coverage	Progress Report No.	Date of Submission (Cut-off time – every Thursday 5:00 PM)	
		Online Encoding (via Google Sheet)	Offline Submission (via downloadable template)
1 st Quarter	1 st	February 7-24, 2022	February 24, 2022
2 nd Quarter	2 nd	March 1-31, 2022	March 31, 2022
3 rd Quarter	3 rd	April 1-28, 2022	April 28, 2022
4 th Quarter	4 th	May 1-26, 2022	May 26, 2022

Point Person Recommendation Form

Qualifications:

- Shall serve as the point person for the timely and correct submission of all required data
- Shall be available during working hours and can easily be contacted through the provided email, mobile phones, and social media account for inquiry from the Central Office on their regional submission
- Well-versed in the use of computers and Microsoft Office applications (e.g., Microsoft Excel and Google sheet)
- Preferably engaged in the preparation of the previous Regional Readiness Report
- With working knowledge on areas, concerns, and indicators to be monitored

Permanent Point Person

Full Name: _____

Contact number/s: _____

Email address: _____

Office and Position: _____

Alternate Point Person 1

Full Name: _____

Contact number/s: _____

Email address: _____

Office and Position: _____

Alternate Point Person 2

Full Name: _____

Contact number/s: _____

Email address: _____

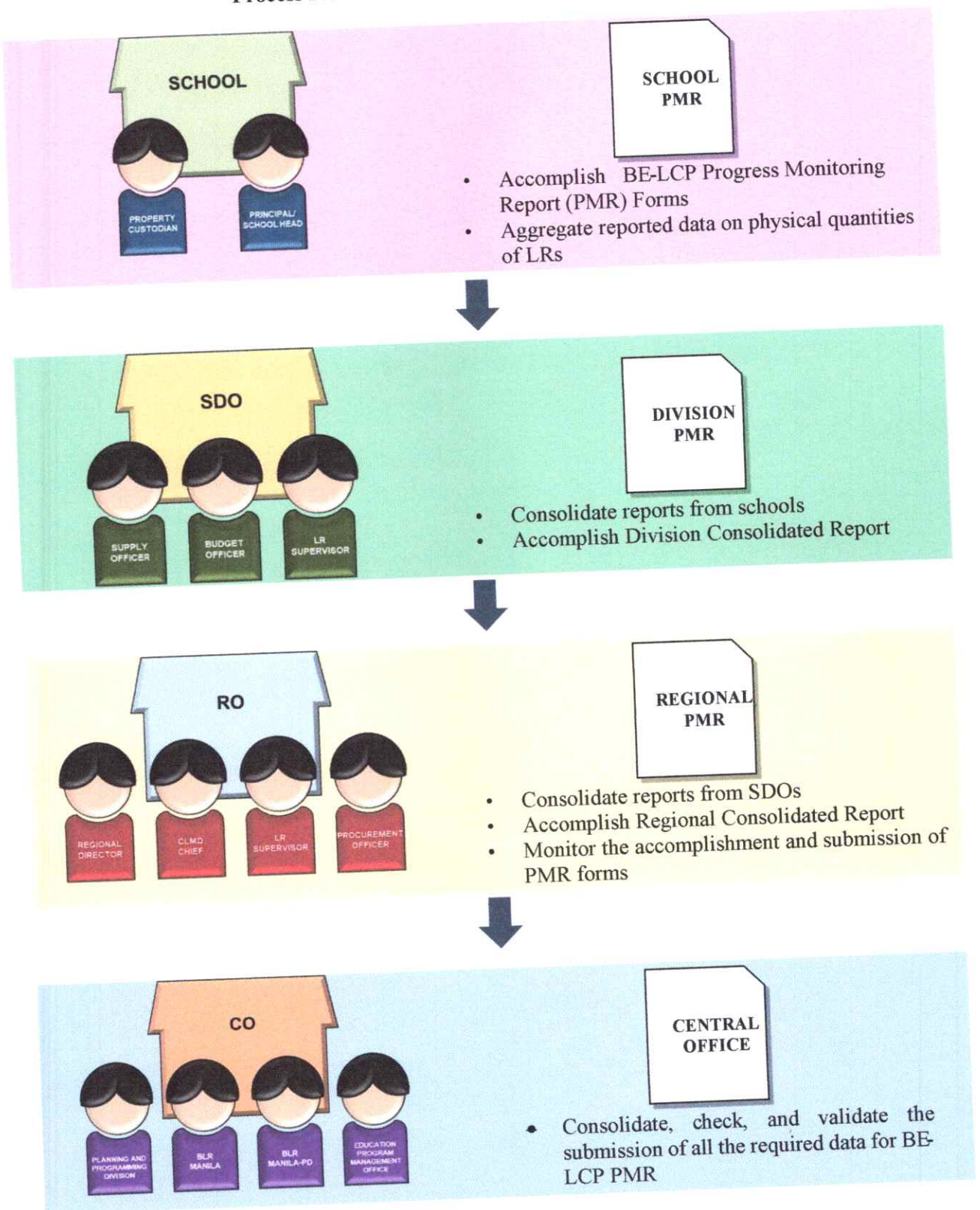
Office and Position: _____

Recommended by:

Full Name & Signature: _____

Position: _____

Process Flow of the BE-LCP Progress Monitoring Report



- Step 1:** All Public Schools shall accomplish the BE-LCP Progress Monitoring Report (PMR) Forms through the Property Custodians (data on learning resources physical quantities only) and under the supervision of the School Principals or School Heads of Elementary and High School (Junior and Senior).
- Step 2:** All Public School Principals or School Heads or the offices incharge of the procurement and funds downloaded shall aggregate by funding sources the reported data on physical quantities of learning resources. The accomplished PMR Forms will be submitted to their respective Division Supply Officers.
- Step 3:** Division Supply Officers shall consolidate the reports of the respective schools and accomplish the division consolidated report with the assistance of the Division Finance and Budget Officers and under the supervision of Division LR Supervisors.
- Step 4:** The assigned 1 permanent and 2 alternate personnel by the Regional Director shall consolidate the reports of their respective division offices and accomplish the regional consolidated report
- Step 5:** The Regional Director, Curriculum Learning and Management Division (CLMD) Chiefs, Regional Education Program Supervisors in charge of LRMS, and/ or the office who spearheaded the procurement shall monitor the timeliness of the accomplishment of the forms every last Thursday of the month with a cut-off time of 5:00 PM. In case of holidays, the submission will be on the next working day.

TOR for the BE-LCP Progress Monitoring Report Forms

LEVEL OF GOVERNANCE	PERSON IN CHARGE	ROLES AND RESPONSIBILITY
School Level	<p>School Property Custodian/ Designated School Property Custodian</p> <p>School Principal or School Heads</p>	<ul style="list-style-type: none"> ● Responsible for filling out the BE-LCP Progress Monitoring Forms ● Ensure the correctness and completeness of the filled-out forms ● Submit the accomplished forms to the School Principal or School Head for vetting and approval ● Review the data reflected on the accomplished BE-LCP PMR Forms ● Validate that the reported physical quantities of learning resources are classified according to fund source ● Submit the accomplished BE-LCP Forms to their respective Division Supply Officer
Division Level	<p>Supply Officers</p> <p>Budget and Accounting Officers</p>	<ul style="list-style-type: none"> ● Consolidate the submitted reports of their respective schools ● Secure data from the Finance and Budget Officers regarding downloaded fund sources in order to determine and classify printed, procured, and delivered learning resources ● Accomplish the Division BE-LCP PMR Forms together with the consolidated reports from their respective schools and Division Finance and Budget Officers ● Assist the Supply Officers in accomplishing the Division BE-LCP PMR Forms by validating the fund sources of the funds released to the SDOs and/or schools

LEVEL OF GOVERNANCE	PERSON IN CHARGE	ROLES AND RESPONSIBILITY
	LR Supervisors	<ul style="list-style-type: none"> ● Monitor the accomplishment of the Division BE-LCP PMR Forms ● Review and check the correctness of learning resources data as to types, grade levels, and subject areas ● Ensure timeliness on the submission of the Division BE-LCP PMR Forms
Regional Level	<p>Designated Personnel</p> <p>Regional Director, Curriculum Learning and Management Division Chief, Regional Education Program Supervisor, Finance Division Chief, Regional Supply Officers, and/ or office who spearheaded the procurement</p>	<ul style="list-style-type: none"> ● Consolidate the reports from their respective Division Offices ● Accomplish Regional BE-LCP PMR Form ● Review and check the correctness and completeness of the Regional BE-LCP PMR Forms ● Review and check the consolidated Regional BE-LCP PMR Forms ● Address concerns and questions related to the BE-LCP PMR Forms ● Monitor the accomplishment and timely submission of the PRM forms ● Validate the consolidated amount/ fund reported by the Region ● Submit the accomplished forms through online/ google sheets using the link provided in the memorandum