



Republic of the Philippines  
Department of Education  
Region IV-A (CALABARZON)  
DIVISION OF CAVITE  
Trece Martires City



## MEMORANDUM

TO: Assistant Schools Division Superintendent  
OIC-Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Education Program Supervisors  
Public School District Supervisors  
Public Elementary and Secondary School Heads

FROM:   
**CERRYLOU D. DE MESA**  
OIC, Schools Division Superintendent

SUBJECT: **SUBMISSION OF DLL/DLPIN SOFT COPY**

DATE: July 11, 2016

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In view of DepEd-Cavite's "paperless policy", this Office reiterates that the DLL/DLP to be submitted by the teachers to the school heads and department heads for daily monitoring should be in soft copies.

Division monitoring officials are supposed to require the same from teachers or school heads/department heads during class observations.

This not only preserves school resources for other priorities but also saves time for the printing which should be given to teachers to focus more on the preparation of support instructional materials. In return teachers are expected to provide effective and efficient instructional delivery.

For strict compliance.