



Republic of the Philippines
Department of Education

REGION IV-A

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

September 17, 2020

DIVISION MEMORANDUM

NO. ____, s. 2020





To: Assistant Schools Division Superintendent
 OIC, Assistant Schools Division Superintendent
 Chief, School Governance and Operations Division
 Chief, Curriculum Implementation Division
 All Unit and Section Heads
 All Education Program Supervisors and Specialists
 All Public Schools District Supervisors
 All Public Elementary and Secondary School Heads
 All Concerned

SUBMISSION OF LEARNING CONTINUITY PLAN (LCP) OPERATIONALIZATION-RELATED DOCUMENTATION MATERIALS

1. Aiming to keep its stakeholders informed and engaged in the promotion of learning continuity amidst the pandemic, DepEd Cavite directs the submission of learning continuity plan (LCP) operationalization-related documentation materials, i.e. narratives/ write ups and audio-visual materials, to a single online repository (Google drive).
2. In support of the upcoming **Regional Readiness Showcase and Gurong Pilipino 2020**, all public elementary and secondary school heads are requested to **submit available documentation materials** following the file naming convention and other specifications below:

Requested Material	Specification/ Naming Convention	Deadline of Submission*
For the <i>Sulyap sa Magiting na DepEd Kawani</i> , videos of non-teaching personnel (i.e. frontliners, utility, security, and/ or health personnel, or other DepEd staff who contributed in the preparation and operationalization of the school LCP)	<p>Videos: Landscape orientation 30 to 60 seconds Format: MP4 or AVI Size: Not more than 1080p May be in mini-documentation style</p> <p>Naming Convention (File Name): Follow the format NTP-District-School</p>	September 19, 2020 5:00 p.m.



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“Serbisyong Pang-Edukasyong Tapat at Sapat para sa Batang KABITENYO”



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	<p>e.g. NTP-TMC-TMCES.jpg NTP-TANZA-TNTS.avi</p> <p>For article or narrative submission, please submit Word file only.</p>	
<p>LCP Operationalization best practices:</p> <ul style="list-style-type: none"> a. Enrolment b. Curriculum <ul style="list-style-type: none"> b.1 Delivery of Modules b.2 Learning delivery modality b.3 Learning Resources b.4 Learning assessment c. Resource mobilization d. Teacher Training e. Health standards implementation 	<p>Photos: Action photos are preferred Raw, not heavily edited or collaged High quality JPEG or PNG</p> <p>Videos: Landscape orientation 30 to 60 seconds per category Format: MP4 or AVI Size: Not more than 1080p</p> <p>Naming Convention (File Name): Follow the format NTP-District-School</p> <p>e.g. NTP-TMC-TMCES.jpg NTP-TANZA-TNTS.avi</p> <p>For article or narrative submission, please submit Word file only.</p>	<p>September 22, 2020 5:00 p.m.</p>

**Only materials submitted on the stated deadline may be considered for submission to the Regional Readiness Submission but schools may continuously submit materials beyond the said deadline for the Division's perusal and utilization for its activities.*

4. Other materials, such as BUSINA Kabitenyo documentation materials, may be sent through this link using the naming convention/ file name BUSINA-<<Name of District>>-<<Name of School>>-<<.file extension>> e.g. BUSINA-GMA-GMATHS.mp4

5. Other means of submission shall not be recognized by the field unless otherwise stated by this Office through a Division Memorandum or directed and approved by top management officials through posting in official virtual platforms.



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6. Listed below are the links to the Google drive per district where materials shall be uploaded. Public schools district supervisors shall add to their respective drive the email addresses of two (2) uploaders per school only.

District	Google Drive Link
Alfonso	http://deped.in/DOCLCPAlfonso
Amadeo	http://deped.in/DOCLCPAmadeo
Carmona	http://deped.in/DOCLCPCar
GEA	http://deped.in/DOCLCPGEA
GMA	http://deped.in/DOCLCPGMA
Indang	http://deped.in/DOCLCPIndang
Kawit	http://deped.in/DOCLCPKawit
Magallanes	http://deped.in/DOCLCPMag
Maragondon	http://deped.in/DOCLCPMar
Mendez	http://deped.in/DOCLCPMendez
Naic	http://deped.in/DOCLCPNaic
Noveleta	http://deped.in/DOCLCPNov
Rosario	http://deped.in/DOCLCPRosario
Silang	http://deped.in/DOCLCPSilang
Tagaytay	http://deped.in/DOCLCPTag
Tanza	http://deped.in/DOCLCPTanza
Ternate	http://deped.in/DOCLCPTernate
Trece Martires	http://deped.in/DOCLCPTrece





7. Queries and concerns regarding the above-mentioned duties may be clarified by sending a message to depedcavite.dio@deped.gov.ph

8. Immediate and widest dissemination of and appropriate action to this Memorandum are hereby directed.

(SGD)ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

RMA/ DM 275 s. 2020
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