



Republic of the Philippines  
**Department of Education**

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

FEB 15 2022

**MEMORANDUM**

No. 033, s. 2022

**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**

To: OIC – Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
Chief Education Supervisor, School Governance and Operations Division  
Public Elementary and Secondary School Heads / OICs  
All Others Concerned

1. Attached is Joint Memorandum DM- CI-2022-020 entitled “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, contents of which are self-explanatory, for the information and guidance of all concerned.

2. Particular attention is invited to the following Annexes for the effective and efficient monitoring and timely submission of Reports.

Annex A- List of Regional Google Sheet Links  
Annex B- Schedule of the BE-LCP Progress Monitoring Report for SY 2021-2022  
Annex C- SDO Muntinlupa Point Person Recommendation Fair  
Annex D- Process Flow of the BE-LCP Progress Monitoring Report  
Annex E- Terms of reference BE-LCP Progress Monitoring Report forms

3. To properly adhere to compliance to the process flow, school heads shall designate the School BE- LCP Progress Monitoring Report Focal Person following the Annex C Template to be submitted to Ms. Joiche I. Luna , the Division PMR Focal point person on or before February 18, 2022

4. Immediate dissemination and compliance to this Memorandum is desired.

  
**DOMINICO C. IDANAN CESO V**  
Schools Division Superintendent

Encl: As stated

Reference: JOINT MEMORANDUM DM-CI-2022-020

To be indicated in the Perpetual Index  
under the following subjects:

**LEARNING RESOURCES TEXTBOOK REPORT PROPERTIES**

MLD/DM - 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

033 / February 15, 2022



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,  
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Republic of the Philippines  
**Department of Education**

**JOINT MEMORANDUM**  
**DM-CI-2022-020**

**TO :** Regional Directors  
Assistant Regional Directors  
All Others Concerned

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

**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

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.



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 cut-off time of 5:00 PM. In case of a holiday, the submission will be on the next working day. Any submitted report after the cut-off 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](mailto: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 compliments 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](mailto: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](mailto:blr.od@deped.gov.ph) or [ma.tan026@deped.gov.ph](mailto:ma.tan026@deped.gov.ph).

Thank you.

*List of Regional Google Sheet Links*

Region	Link
I – Ilocos Region	<a href="https://bit.ly/Reg1ProgressMonitoringReport">bit.ly/Reg1ProgressMonitoringReport</a>
II – Cagayan Valley	<a href="https://bit.ly/Reg2ProgressMonitoringReport">bit.ly/Reg2ProgressMonitoringReport</a>
III – Central Luzon	<a href="https://bit.ly/Reg3ProgressMonitoringReport">bit.ly/Reg3ProgressMonitoringReport</a>
IVA – CALABARZON	<a href="https://bit.ly/Reg4AProgressMonitoringReport">bit.ly/Reg4AProgressMonitoringReport</a>
IVB – MIMAROPA	<a href="https://bit.ly/Reg4BProgressMonitoringReport">bit.ly/Reg4BProgressMonitoringReport</a>
V – Bicol Region	<a href="https://bit.ly/Reg5ProgressMonitoringReport">bit.ly/Reg5ProgressMonitoringReport</a>
VI – Western Visayas	<a href="https://bit.ly/Reg6ProgressMonitoringReport">bit.ly/Reg6ProgressMonitoringReport</a>
VII – Central Visayas	<a href="https://bit.ly/Reg7ProgressMonitoringReport">bit.ly/Reg7ProgressMonitoringReport</a>
VIII – Eastern Visayas	<a href="https://bit.ly/Reg8ProgressMonitoringReport">bit.ly/Reg8ProgressMonitoringReport</a>
IX – Zamboanga Peninsula	<a href="https://bit.ly/Reg9ProgressMonitoringReport">bit.ly/Reg9ProgressMonitoringReport</a>
X – Northern Mindanao	<a href="https://bit.ly/Reg10ProgressMonitoringReport">bit.ly/Reg10ProgressMonitoringReport</a>
XI – Davao	<a href="https://bit.ly/Reg11ProgressMonitoringReport">bit.ly/Reg11ProgressMonitoringReport</a>
XII – SOCSKSARGEN	<a href="https://bit.ly/Reg12ProgressMonitoringReport">bit.ly/Reg12ProgressMonitoringReport</a>
XIII – CARAGA	<a href="https://bit.ly/CARAGAProgressMonitoringReport">bit.ly/CARAGAProgressMonitoringReport</a>
NCR - National Capital Region	<a href="https://bit.ly/NCRProgressMonitoringReport">bit.ly/NCRProgressMonitoringReport</a>
CAR - Cordillera Autonomous Region	<a href="https://bit.ly/CARProgressMonitoringReport">bit.ly/CARProgressMonitoringReport</a>



*Annex B*

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

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

## Point Person Recommendation Form

## Qualification:

- 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 sheets)
- 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:  **JOICHE I. LUNA**

Contact numbers/s: 0926-065-7170

Email address: joiche.itallo@deped.gov.ph

Office and Position: Division Supply Officer

**Alternate Point Person 1**Full Name:  **GINA U. URQUIA, PhD**Contact numbers/s: **0926-696-4087**

Email address: gina.urquia@deped.gov.ph

Office and Position: Learning Resource Management Section  
Education Program Supervisor**Alternate Point Person 2**Full Name:  **VIRMA AMISTOSO**

Contact numbers/s: 0931-139-5329

Email address: virma.amistoso001@deped.gov.ph

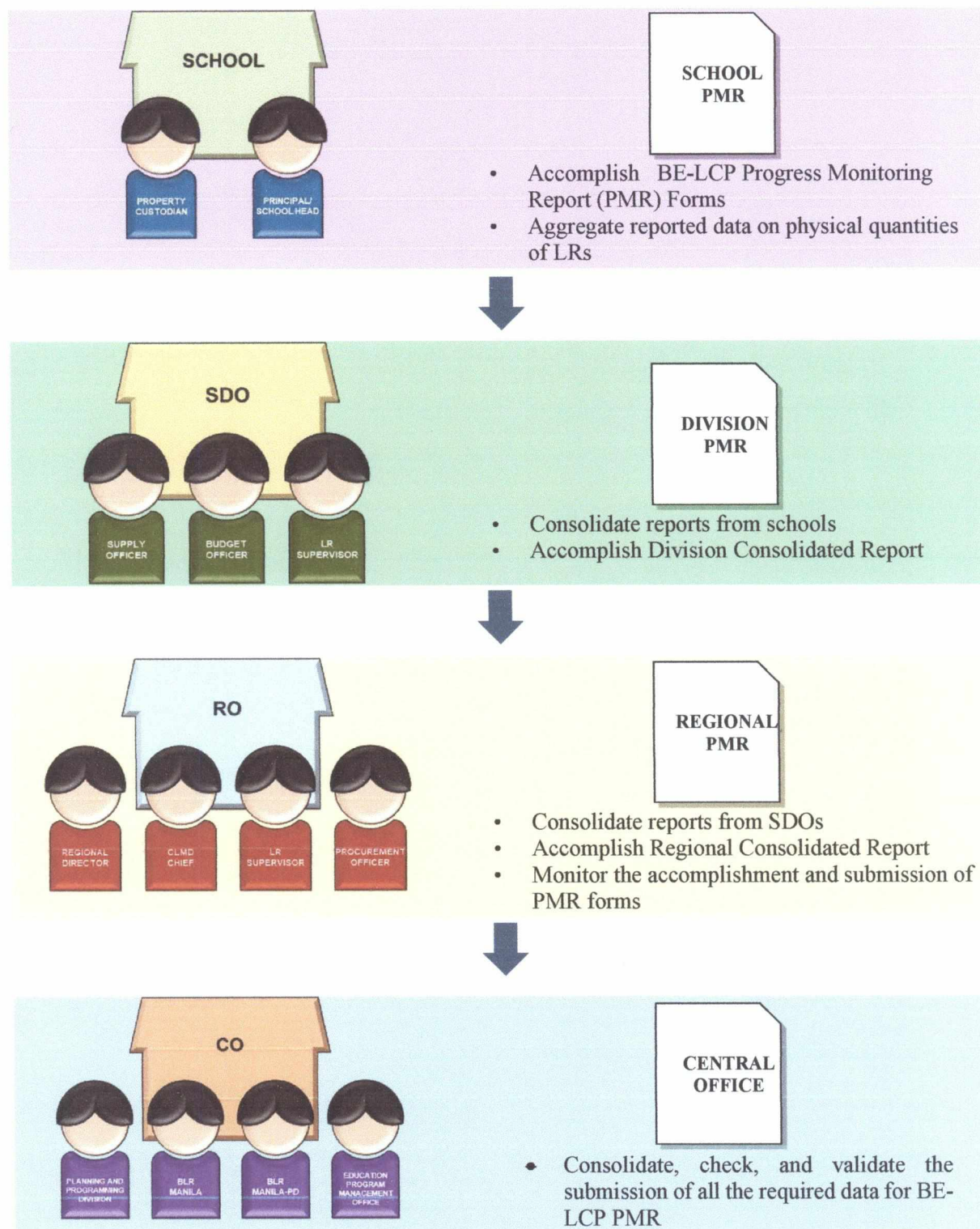
Office and Position: AO V- Budget

Recommended by:

Full Name:  **DOMINICO C. IDANAN, CESOV**

Office and Position: Schools Division Superintendent

### 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 in-charge 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"> <li>• Responsible for filling out the BE-LCP Progress Monitoring Forms</li> <li>• Ensure the correctness and completeness of the filled-out forms</li> <li>• Submit the accomplished forms to the School Principal or School Head for vetting and approval</li> <li>• Review the data reflected on the accomplished BE-LCP PMR Forms</li> <li>• Validate that the reported physical quantities of learning resources are classified according to fund source</li> <li>• Submit the accomplished BE-LCP Forms to their respective Division Supply Officer</li> </ul>
Division Level	<p>Supply Officers</p> <p>Budget and Accounting Officers</p>	<ul style="list-style-type: none"> <li>• Consolidate the submitted reports of their respective schools</li> <li>• Secure data from the Finance and Budget Officers regarding downloaded fund sources in order to determine and classify printed, procured, and delivered learning resources</li> <li>• Accomplish the Division BE-LCP PMR Forms together with the consolidated reports from their respective schools and Division Finance and Budget Officers</li> <li>• 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</li> </ul>

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