



Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES

7th SEPTEMBER 2023

DIVISION MEMORANDUM

No. 360, s. 2023

PREPARATION AND UTILIZATION OF GUÍA: DAILY LESSON PLAN FOR SPECIAL PROGRAM IN FOREIGN LANGUAGE (SPFL) - GRADE 7 SPANISH OF CATANDUANES NATIONAL HIGH SCHOOL (CNHS)

TO: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors/In Charge of Districts
Secondary/Elementary School Heads

1. In line with the full implementation of the Special Program in Foreign Language (SPFL) – grade 7 Spanish in Catanduanes National High School pursuant to Division Memorandum No. 324, s. 2023, there will be series of preparation of the GUÍA: Daily Lesson Plan for Special Program in Foreign Language (SPFL) – Grade 7 Spanish of Catanduanes National High School for utilization during Spanish lessons in the said special program.
2. The Most Essential Learning Competencies (MELCs) shall be the bases in the preparation of the lesson plans as stipulated in DepEd Order No. 13, s. 2023 and DepEd Order No. 12, s. 2020.
3. The said Daily Lesson Plans will undergo process of the Quality Assurance with the concerned team, with focus on the competencies from the MELCs.
4. Attached is the prepared timeline and plan in the preparation of the Daily Lesson Plans, writers and the Quality Assurance team.
5. A maximum of 15 days of service credits/COT shall be given the writers and members of the Quality Assurance team pursuant to DepEd Order No. 53, s. 2003 for the services rendered during vacation, Saturdays and Sundays.
6. For information, dissemination and compliance.


SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent

Reference: As stated

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

SPFL Daily Lesson Plan

gbp/ PREPARATION AND UTILIZATION OF GUÍA: DAILY LESSON PLAN FOR SPECIAL PROGRAM IN FOREIGN LANGUAGE (SPFL) - GRADE 7 SPANISH OF CATANDUANES NATIONAL HIGH SCHOOL (CNHS)/9/7/2023

Enclosure No. 1 to Division Memorandum No. 360, s. 2023

I. Pre-Implementation Stage

<i>Activity/ies</i>	<i>Timeline</i>	<i>Person/s Responsible</i>	<i>Resources Needed</i>	<i>Means of Verification</i>
Planning conference of SPFL Teachers and Coordinators	August 4, 2023	SPFL Coordinator SPFL Teachers	bond papers	Minutes of Meeting and other pertinent planning documents

II. Implementation Stage

<i>Activities</i>	<i>Timeline</i>	<i>Person/s Responsible</i>	<i>Resources Needed</i>	<i>Means of Verification</i>
Crafting of detailed outline for each lesson for the 1 st Quarter	August 5, 2023	SPFL-DLP Writers	bond papers	Outline and objectives for each lesson for the 1 st quarter
Crafting of the 1 st draft of the SPFL DLP for the 1 st Quarter	August 7-18, 2023	SPFL-DLP Writers Quality Assurance Team	bond papers MELC Learning Materials	1 st draft of the SPFL-DLP
Pilot-testing of SPFL-DLP	August 21-22, 2023	SPFL-DLP writers, Curriculum coordinators and specialists	Printer Ink bond papers Audiovisual materials	Printed copies SPFL-DLP
Drafting and Approval of the final version of 1 st Quarter SPFL-DLP	August 22-26, 2023	SPFL-DLP writers, Quality Assurance Team	Printer Ink bond papers	Printed final copies SPFL-DLP
Crafting of detailed outline for each lesson for the 2 nd Quarter	September 4-5, 2023	SPFL-DLP Writers Quality Assurance Team	Printer Ink bond papers	Outline and objectives for each lesson for the 2 nd quarter
Crafting of the 2 nd draft of the SPFL	September 6-22, 2023	SPFL-DLP Writers	Printer Ink bond papers	1 st draft of the SPFL-DLP

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		Learners		
Use of 2 nd Quarter SPFL-DLP	<i>November 2023- January 2024</i>	SPFL Teachers SPFL Coordinator Learners	Approved SPFL-DLP	Implementation comments/ suggestions
Use of 3 rd Quarter SPFL-DLP	<i>February 2024 - April 2024</i>	SPFL Teachers SPFL Coordinator Learners	Approved SPFL-DLP	Implementation comments/ suggestions
Use of 4 th Quarter SPFL-DLP	<i>May 2024 - July 2024</i>	SPFL Teachers SPFL Coordinator Learners	Approved SPFL-DLP	Implementation comments/ suggestions

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Writers:

1. Nervy A. Bautista - Catanduanes National HS
2. Catherine A. Lopez - Catanduanes National HS

Quality Assurance Team:

1. Gina B. Pantino - CID
2. Josalie Tonio - Magnesia National HS
3. Lorraine Chiong - Catanduanes National HS