



Republic of the Philippines  
**Department of Education**  
**REGION XI**  
**SCHOOLS DIVISION OF DIGOS CITY**

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**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**  
No. 515, s. 2020

October 22, 2020

**UTILIZATION OF THE PROTOTYPE WORKWEEK PLAN**

To: Chief, Curriculum Implementation Division  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads

1. In pursuance to an Unnumbered DepEd Regional Memorandum dated October 20, 2020, this Office informs the field of the availability of Prototype Work Week Plan as guide of all education key players such as learners, parents, teachers and education leaders for the distribution of SLMs/ locally made learning materials/activity sheets per week and the delivery of the contents in all Distance Learning Delivery Modalities (DLDM) for the whole quarter.
2. The Work Week Plan can be accessed through this google drive link:  
<https://drive.google.com/drive/folders/1Hq6WU2LfewymeqI1LeEVliU51OBrT-a?usp=sharing>
3. The Regional Office will release to the Divisions the Prototype Work Week Plans for Quarter 2, Quarter 3 and Quarter 4 once the corresponding SLMs/ locally made learning materials/activity sheets for said quarters will respectively be available for printing and distribution.
4. The Public Schools District Supervisors are expected to conduct monitoring to check the availability of this document at the level of the school/teacher.
5. For immediate dissemination, guidance, and compliance.

**CRISTY C. EPE**  
Schools Division Superintendent

DepEd Schools Division of Digos City  
RECORDS SECTION  
**RELEASED**  
20-63529  
DATE: 27 OCT 2020 TIME: 1:30 PM  
BY:





Republic of the Philippines  
**Department of Education**  
DAVAO REGION

**Office of the Regional Director**

MEMORANDUM

To : Assistant Regional Director  
Schools Division Superintendents  
Chiefs, Regional Office Divisions  
Chiefs, Curriculum Implementation Division  
Chiefs, School Governance and Operations Division  
School Heads, Public Elementary and Secondary Schools

Subject: UTILIZATION OF THE PROTOTYPE  
WORK WEEK PLAN


Date : October 20, 2020

Relative to the utilization of the Self-Learning Modules (SLMs), this Office has prepared the Prototype Work Week Plan as guide of all education key players such as learners, parents, teachers, and education leaders for distribution of SLMs per week and the delivery of the contents in all Distance Learning Delivery Modalities (DLDM) for the whole quarter.

The Work Week Plan can be accessed through this google drive link: <https://drive.google.com/drive/folders/1DAxot3t31wA5bnFKQzhQJRTC5nBfZYy?usp=sharing> which is also shared to the Education Program Supervisors (EPSs) in the Region and to the Learning Resource Management Section (LRMS) Managers in the Schools Division Offices (SDOs).

This Office will also release the Prototype Work Week Plans for Quarter 2, Quarter 3, and Quarter 4 once the corresponding SLMs for the succeeding quarters will be available for printing and distribution, respectively.

Immediate dissemination of this Memorandum is desired.

  
**EVELYN R. FETALVERO, CESO IV**  
Assistant Regional Director  
Officer-In-Charge  
Office of the Regional Director

ROC12/aca  
10/20/20  
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Certificate Number: AJA19-0227