



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
No. 666, s. 2021

November 18, 2021

CONDUCT OF WORKSHOP ON THE PREPARATION OF SCHOOL'S INTERVENTION PLAN IN ADDRESSING LEARNERS' PROFICIENCY GAPS

To: CID Chief
 Education Program Supervisors
 Public Schools District Supervisors
 Elementary and Secondary School Heads
 DINCHS Department Heads
 Grade Level Coordinators (Secondary)
 Grade Level Heads (Elementary)
 Other Concerned Teachers

1. In pursuance to Deped Order No. 031, s. 2020, re: Interim Guidelines for Assessment and Grading in Light of the Basic Education Learning Continuity Plan, and guided with the Division's Basic Education Learning Continuity Plan, this Office informs the field of the conduct of the Workshop on the Preparation of School's Intervention Plan in Addressing Learners' Proficiency Gaps on November 23, 2021, 8:00 am to 5:00 pm, with Zoom link to be provided before the scheduled date through the PSDSs.
2. The said activity shall be conducted to:
 - a) Discuss/Identify factors affecting learners' performances;
 - b) Provide technical assistance to schools in the preparation of School's Intervention Plan in Addressing Learners' Proficiency Gaps; and
 - c) Clarify directions in the implementation of the School's Intervention Plan
3. In connection thereof, it is expected that each school shall create a Team composed of the following to craft the School's Intervention Plan.

Level	Chair	Members
Elementary	School Head	Grade Level Heads
Junior High School	School Head	Dept. Heads, Grade Level Coordinators
Senior High School	School Head	Master Teachers; Grade Level Coordinators (Maximum of 4)

4. In the conduct of the workshop, School Teams are advised to stay in one area of the school, with strong internet connection, for easy facilitation of the planning and plan preparation activity, but with strict observance of safety health protocols. Each should also work with laptop.
5. Attached is the template for the preparation of Action Plan on School's Intervention in Addressing Learners Proficiency Gaps.



6. To have enough time for planning, schools are advised to do preliminary planning before the scheduled date.
7. The Public Schools District Supervisors and Education Program Supervisors are required to attend to serve as critiques and TA providers during the presentation of School Outputs.
8. For information, guidance and compliance.


CRISTY C. EPE
Schools Division Superintendent



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Action Plan on School's Intervention in Addressing Learners' Proficiency Gaps

Name of School : _____
District : _____

Problems Identified	Activities	Strategies/ Steps	Persons Involved	Budgetary Allocation	Time Frame	Success Indicators

Prepared: The School Team

	Name	Signature
Chair :	_____	_____
Members :	_____	_____
	_____	_____
	_____	_____
	_____	_____



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