



Republic of the Philippines

Department of Education


Region VI-Western Visayas  
SCHOOLS DIVISION OF KABANKALAN CITY

Office of the Schools Division  
Superintendent

**DIVISION MEMORANDUM**

NO. 039 S. 2021

TO : Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Public Schools District Supervisors

FROM : **PORTIA M. MALLORCA, PhD, CESO V**   
Schools Division Superintendent

SUBJECT : **Assignment of SDO Personnel In-Charge of the Submission of Progress Monitoring Report on the Implementation of Basic Education – Learning Continuity Plan of the Schools Division Office of Kabankalan City**

DATE : February 8, 2021

1. Pursuant to DM-PHROD-2021-0034 re: Submission of Progress Monitoring Report on the Implementation of Basic Education – Learning Continuity Plan the Schools Division Office of Kabankalan City will assign the SDO Personnel who will accomplish the needed data requirements by the Central Office.
2. The following Division personnel shall take charge of the SDO reports, to wit:

CONCERNS	FOCAL PERSONS	Functional Unit
Self-Learning Module (SLM)	Mary Helen M. Bocol	<ul style="list-style-type: none"><li>▪ Learning Resource Management Section</li><li>▪ Instructional Management Section</li><li>▪ District Instructional Supervision Section</li></ul>
Learner Support Aide (LSA) & Non-Teaching & Teaching Personnel	Eulyne Lucerna	<ul style="list-style-type: none"><li>▪ Human Resource Development Section</li><li>▪ School Management Monitoring and Evaluation Section</li><li>▪ Planning and Research Section</li></ul>



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School-Based Feeding Program (SBFP)	Dr. Aldwin Bendo	▪ School Section	Health
External Partnership	Sheina S. Saquian	▪ Social and Partnership Section	Mobilization

3. Each focal person shall coordinate with the concerned regional office in-charge smooth, timely and accurate submission of reports on the following dates given by the Central Office.

Progress Report Number	ONLINE ENCODING VIA GOOGLE MEET	OFFLINE SUBMISSION VIA DOWNLOADABLE TEMPLATE
1 <sup>st</sup>	February 8 – 11, 2021	February 11, 2021
2 <sup>nd</sup>	February 12, 15 – 18, 2021	February 18, 2021
3 <sup>rd</sup>	February 19, 22 – 25, 2021	February 25, 2021
4 <sup>th</sup>	February 26, March 1 – 4, 2021	March 4, 2021
5 <sup>th</sup>	March 5, 8 – 11, 2021	March 11, 2021
6 <sup>th</sup>	March 12, 15 – 18, 2021	March 18, 2021
7 <sup>th</sup>	March 19, 22 – 25, 2021	March 25, 2021
8 <sup>th</sup>	March 26, 29 – April 1, 2021	April 1, 2021
9 <sup>th</sup>	April 2, 5 – 8, 2021	April 8, 2021
10 <sup>th</sup>	April 9, 12 – 15, 2021	April 15, 2021
11 <sup>th</sup>	April 16, 19 – 22, 2021	April 22, 2021
12 <sup>th</sup>	April 23, 26 – 29, 2021	April 29, 2021
13 <sup>th</sup>	April 30, May 3 – 6, 2021	May 6, 2021
14 <sup>th</sup>	May 7, 10 – 13, 2021	May 13, 2021
15 <sup>th</sup>	May 14, 17 – 20, 2021	May 20, 2021
16 <sup>th</sup>	May 21, 24 – 27, 2021	May 27, 2021
17 <sup>th</sup>	May 28, 31 – June 3, 2021	June 3, 2021
18 <sup>th</sup>	June 4, 7 – 10, 2021	June 10, 2021
19 <sup>th</sup>	June 11, 14 – 17, 2021	June 17, 2021
20 <sup>th</sup>	June 18, 21 – 24, 2021	June 24, 2021
21 <sup>st</sup>	June 25, 28 – July 1, 2021	July 1, 2021
22 <sup>nd</sup>	July 2, 5 – 8, 2021	July 8, 2021
23 <sup>rd</sup>	July 9, 12 – 15, 2021	July 25, 2021
24 <sup>th</sup>	July 16, 19 – 22, 2021	July 22, 2021

4. Widest dissemination of this Memorandum is highly desired.



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