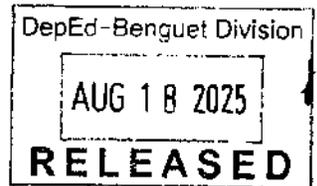




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet



August 15, 2025

DIVISION MEMORANDUM

No. 056 s. 2025

To: Assistant Schools Division Superintendent
Chief Education Supervisors of CID and SGOD
Public Schools District Supervisors
School Heads of Public Schools
All Others Concerned

**CLARIFICATIONS ON THE PREPARATION, UPDATING, AND IMPLEMENTATION
OF LEARNING SERVICE CONTINUITY PLANS (LSCP) OF SCHOOLS**

1. Pursuant to the provisions of DepEd Order No. 022, s. 2024 or the **Revised Guidelines on Class and Work Suspension in Schools during Disasters and Emergencies**, specifically Item III-Number 7, schools must develop and update their Learning and Service Continuity Plans (LSCPs) to prepare for class suspensions.
2. As per said issuance, the LSCP aims to ensure that Alternative Delivery Modes (ADMs), including their processes and resources, are pre-planned and ready to be implemented during times of calamities, disasters, emergencies brought by natural or human-induced hazards, and/or other school/district events. This will enable schools to respond more quickly and effectively to emergency situations by mobilizing learning resources. As such, the LSCP must be crafted every three years alongside the School Improvement Plan (SIP) but must be reviewed and updated annually at the start of the school year.
3. For uniformity while considering the unique situations of communities, the annual LSCP aligned with the SIP and Annual Implementation Plan (AIP) shall be prepared by the school heads and be approved by the Schools Division Superintendent. The template Form A is attached for reference.
4. As part of the processes and standard procedures to be incorporated in the LSCP, the following shall be observed and implemented:
 - a. Teachers' Learning Continuity Report (LCR) shall be prepared and submitted every time there is face-to-face class suspension whether teachers reported in school or stayed at home while providing ADM assistance or monitoring learners home activities through various platforms or through the parents/guardians' assistance (See Form B). The Teachers' LCR



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8. Learners who will not be able to attend Saturday make up classes shall be given other appropriate interventions or remediation activities.
9. School Heads of schools that will be conducting Saturday Make Up Classes should submit request for service credits before the target date.
10. District heads and the CID team shall monitor and provide the necessary technical assistance during the conduct of extension classes or Saturday make up classes.
11. The sample templates of needed documents and reports are attached for reference.
12. Immediate dissemination of this memorandum is desired.


ESTELA P. LEON-CARIÑO EdD, CESO III
Regional Director and
Concurrent Officer-In-Charge
Office of the Schools Division Superintendent


/CID/AMD/mbm

Enclosures:

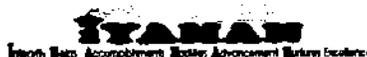
- *As stated*

Reference:

DepEd Order No. 22, s. 2024. Revised Guidelines on Class and Work Suspension in Schools During Disasters and Emergencies



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LEARNING AND SERVICE CONTINUITY PLAN
SY 2025 – 2026

RISK	LIKELIHOOD	SEVERITY & POTENTIAL IMPACT IN POSSIBLE TOTAL CLASS DAYS	POTENTIAL VULNERABILITIES	LEARNER PROFILE CONSIDERATION & NUMBER PER IDENTIFIED GROUP	ADM / INTERVENTIONS IMPLEMENTED	RESOURCES REQUIRED	DISTRIBUTION ACCESS
1. Tropical Cyclones	-Medium – High: 2-4 occurrences	-Significant: 2- 5 school days disruption	-Lack of Power Supply -Condition of Access roads and transport	-13 Assessed Learners with Special Needs -15 Learners with Manifestations	-Self Learning Activities -Parent/ Guardian Assisted Activities -Online Interaction Activities thru SMS, Messenger, LMS, Google, etc.	-Mobile Phone (android or keypad) -Computer Laptop / Desktop -Printed Modules -Text Books, Workbooks with answer sheets, Learning Activity Sheets, Reading Materials, Teacher-Made Contextualized Materials -Internet Connectivity for Google Classroom or Online Interaction -USB of Digitized or Digitalized Learning Resources	-Distribute LR Every Friday -Create Google Drive where learners can access LRs -Provide Softcopies of LRs online, offline, USB, etc
2. Heavy Rainfall	-Medium – High: 2-4	-Significant: 2- 5 school days disruption	-Weak Structures -Poor Communication Access / Connection -Health Risk	-28 Learners who are Academically Challenge/ Struggling -89 Learners with Good Reading Proficiency Level			
3. Earthquake	-Medium-Low: 1 occurrence/ 3 years	-Significant: 2- 5 school days disruption					
4. Forest Fire Smoke	-Medium: 1 occurrence/year	-Minor: a few hours disruption in a school day	-Health Risk				
5. District Personnel Meetings	-Medium: 1 occurrence/year	-Moderate: a school day disruption	-Poor Communication Access / Connection				
6. School Events	-Medium – High: 2-4 occurrence/year	-Minor: a few hours disruption in a school day	-Poor Communication Access / Connection				
7. PTA Meetings	-Medium – High: 2-4 occurrence/year	-Minor: a few hours disruption in a school day	-Poor Communication Access / Connection				

Prepared by: SH

Recommending Approval: PSDS

APPROVED: CES – CID

FORM B

Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET
 Wangal, La Trinidad, Benguet

TEACHER'S REPORT ON LEARNERS' HOME LEARNING ACTIVITIES

DATE/S OF CLASS SUSPENSION: JULY 18, 2025

RISK: HEAVY RAINFALL

NAME OF TEACHER: JUAN A. DE LA CRUZ

SUBJECT HANDLE/GRADE LEVEL: GRADE 6

NUMBER OF LEARNERS BASED FROM PROFILE CONSIDERATION	ADM / INTERVENTIONS IMPLEMENTED	RESOURCES REQUIRED	DISTRIBUTION ACCESS	HOME ACTIVITIES PER IDENTIFIED GROUP/CONSIDERATION
-2 Learners with Special Needs / Manifestations	-Parent/Guardian Assisted Activities	-Mobile Phone (android or keypad) -Reading Materials -Workbooks with Answer Sheets	-Contacted Parents/guardians for Learners Home Activities -Distributed LR Every Friday	-Parents/Guardians guided their children on home chores -Followed up skills given to learners
-7 Learners who are Academically Challenge/Struggling	-Parent/Guardian Assisted Activities	-Mobile Phone (android or keypad) -Teacher-Made Contextualized Materials, Reading Materials -Workbooks with Answer Sheet	-Contacted Parents/guardians for Learners Home Activities -Distributed LR Every Friday -Provided Softcopies of LRs online, offline, USB, etc	-Parents/Guardians assisted or guided their children on given Teacher-Made Contextualized Reading Materials like locating & understanding the meaning of listed words thru the dictionary, google, etc
-12 Learners with Good Reading Proficiency Level	-Modular through Self Learning Activities -Online Interaction Activities thru SMS, Messenger, Google, LMS, etc.	-Text Books, Reading Materials, Learning Activity Sheets, Teacher-Made Contextualized Materials -Internet Connectivity for Google Classroom or Online Interaction -USB of Digitized or Digitalized Learning Resources	-Distributed LR Every Friday -Created Google Drive where learners can access LRs -Provided Softcopies of LRs online, offline, USB, etc	-Interacted with learners through SMS, Messenger and instructed them on given LAS / -Read the given story and make summary or answer the motive questions or...

Note: Teachers may do this through thematic / integrative / collaborative approach/task for learner's home learning activity to lessen learners' activities.

Prepared by:

JUAN A. DE LA CRUZ
Teacher II

Noted:

School Head

FORM C

Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET
Wangal, La Trinidad, Benguet

NON-TEACHING PERSONNEL'S SERVICE CONTINUITY REPORT DURING WORK FROM HOME ACTIVITIES

DATE/S OF CLASS SUSPENSION: **JULY 18, 2025**
RISK: **HEAVY RAINFALL**
NAME OF PERSONNEL: **REY P. OLYO**

DATE/S	TYPE OF EMERGENCY / RISK	SPECIFIC SITUATION	TYPE OF SERVICES PROVIDED DURING WORK FROM HOME ARRANGEMENT	RESOURCES REQUIRED
July 18, 2025	-Heavy Rainfall	-Yellow Warning (Suspension of face-to-face classes and work suspension is upon the discretion of the LCE	-Prepared vouchers, SOB, Inventory, etc -Gathered school data required by the higher offices and filled it out on Google sheet link -Coordinated with SDO personnel section on Documents for the Teacher 1 vacancy -Forwarded documents to SH/Teacher for their e-signature	-Mobile phone, Laptop, Desktop, Internet Connectivity, Google Drive/Sheet Link, Messenger, School GC
July 20, 2025	-	-		

Prepared by:

REY P. OLYO
Administrative Officer II

Noted: _____

Republic of the Philippines
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SCHOOL LEARNING AND SERVICE CONTINUITY REPORT

SCHOOL: **ABC INTEGRATED SCHOOL**
 QUARTER: **2ND QUARTER**

DATE/S	TYPE OF EMERGENCY / RISK	SPECIFIC SITUATION	ADM / INTERVENTION IMPLEMENTED	TYPE	GRADE LEVEL
July 10, 2025	-Tropical Cyclone	-TCWS 1	-Parent/Guardian Assisted Activities through the teacher-made workbooks / activity sheets	-Modular (Workbooks with Answer Sheet, Learning Activity Sheets, Teacher-Made Contextualized Materials)	-Kindergarten
July 18, 2025	-Heavy Rainfall	-Orange or Red Warning	-Parent/Guardian Assisted Activities -Self Learning Activities -Online Interaction Activities thru SMS, Messenger, LMS, google, etc.	-Modular (Text Books, Reading Materials, Learning Activity Sheets, Teacher-Made Contextualized Materials) -Online/Offline LMS, Google Classroom, Zoom/Teams, Digitized / Digitalized LRs, etc	-Kindergarten to Grade 12

Prepared by:

Noted:

 School Principal 1

 PSDS

Sample 1

WEEKLY EXTENSION CLASSES IN LIEU OF THE WORK AND CLASS SUSPENSION

August 25 - 29, 2025 in lieu of July 23, 2025

TIME	GRADE 1				
	Monday	Tuesday	Wednesday	Thursday	Friday
2:10 - 2:50	Reading & Literacy	Language 1	Math	Makabansa	GMRC
2:50 - 3:30	Remediation Activities				

TIME	GRADE 2				
	Monday	Tuesday	Wednesday	Thursday	Friday
2:20 - 3:00	English	Filipino	Math	Makabansa/GMRC	MAPEH
3:00 - 3:40	Remediation Activities				

TIME	GRADE 3				
	Monday	Tuesday	Wednesday	Thursday	Friday
2:30 - 3:15	English	Filipino	Math	Makabansa	Science
3:15 - 4:00		GMRC		MAPEH	
4:30 - 4:30	Remediation Activities				

TIME	GRADE 4 - 6				
	Monday	Tuesday	Wednesday	Thursday	Friday
3:15 - 4:00	English	Filipino	Math	Makabansa	Science
4:00 - 4:30	GMRC	EPP	Music	Arts	PE/Health
or 4:00 - 4:30		GMRC		MAPEH	

Note: For Kindergarten, just provide additional activities for Literacy, Language, and Communication skills in the morning and afternoon sessions

For Saturday Make Up Classes, indicate the target dates for the conduct of Saturday classes and the Subjects to be taken. Integration of related subjects may also be applied. Please require parents' waiver or consent for those who will be attending Saturday classes

Prepared by:

Recommending Approval:

School Head

APPROVED:

PSDS

CES - CID