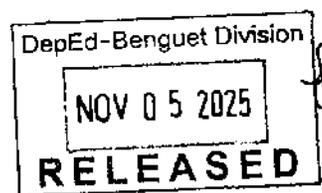




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
Schools Division of Benguet

November 3, 2025

DIVISION MEMORANDUM
 No. 516 s. 2025



To: Public Schools District Supervisors
 Secondary School Heads
 Elementary School Heads
 All Others Concerned

Subject: IMPLEMENTATION OF THE SDO BENGUET STREAMLINED LESSON PLAN FORMAT

1. **Rationale and Policy Alignment** In pursuit of the Department of Education's thrust for continuous improvement, process streamlining, and instructional uniformity, the Schools Division Office of Benguet hereby adopts a standardized lesson plan format to be used across all public elementary and secondary schools within the Division, including multigrade classes and the Alternative Learning System (ALS). This initiative is anchored on the principles of efficiency, clarity, and alignment with curriculum standards, ensuring that lesson planning remains responsive to the evolving needs of 21st-century education. The streamlined format is designed to reduce administrative burden while enhancing instructional delivery and monitoring.
2. **Implementation Guidelines**
 - All teachers are required to use the new lesson plan format beginning November 11, 2025.
 - School Heads shall orient their teaching staff on the components and expectations of the format no later than November 8, 2025.
 - District Supervisors and School Heads shall monitor compliance and provide technical assistance as needed.
 - The format shall be used for daily lesson planning, classroom observations, and instructional supervision.
3. **Enclosure.** The official SDO Benguet Streamlined Lesson Plan Format is attached to this memorandum for reference and implementation.
4. **Dissemination and Compliance** All concerned are enjoined to ensure the widest dissemination of this memorandum and to facilitate its immediate and full implementation within their respective areas of responsibility.

ELP
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Enclosure 1. Lesson Plan Format

School Logo

LESSON PLAN

Date: _____

I. Standards

- A. Performance and Content Standards
- B. Learning Competency
- C. Unpack Lesson Objective

II. Subject Matter/Content/Topic

III. Procedure

- A. Review/Drills/Motivation
- B. Presentation of the lesson/Discussions
- C. Activities
- D. Generalization
- E. Application

IV. Evaluation

V. Assignment / Agreement