



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF BISLIG CITY

DEPARTMENT OF EDUCATION
DIVISION OF BISLIG CITY

RELEASED

Records Section

Date: 9/5/23

OLIVER YENC. ARCAMO

(Signature Over Print Name)

04 September 2023

DIVISION MEMORANDUM

No. 475, s. 2023

**SCHEDULE OF SUBMISSION OF REPORTS ON THE IMPLEMENTATION
OF MADRASAH EDUCATION PROGRAM (MEP)**

To: Assistant Schools Division Superintendent
Chiefs, CID & SGOD
EPSs and PSDSs
School Heads of MEP-Implementing Schools
Asatidz

1. Pursuant to DepEd Order 41, s. 2017, re: Policy Guidelines on the Implementation of Madrasah Education in the K to 12 Basic Education Program and Regional Memorandum 0241, s. 2023, re: Submission of Reports on the Implementation of Madrasah Education Program (MEP), all MEP-implementing schools are required to submit the reports on MEP implementation through their respective school heads or school MEP Coordinator.
2. To determine compliance with the existing and guidelines, the reports to be prepared and submitted by the implementing schools and the schedule of submission to the Schools Division Office are found in Enclosure. Available templates can be accessed at <http://tinyurl.com/MEPBisligReports>.
3. All school heads of MEP-implementing schools are tasked to monitor compliance and timely submission of required reports and to provide technical assistance to MEP focal persons as necessary.
4. Immediate dissemination of this memorandum to all concerned is highly desired.

Gemma A. De Paz
GEMMA A. DE PAZ
Schools Division Superintendent

Enclosure: as stated

To be indicated in the PERPETUAL INDEX under the following subjects:

MADRASAH EDUCATION PROGRAM

PROGRAM IMPLEMENTATION

SCHOOL HEADS

CID/lpa
9-4-2023



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**REPORTS TO BE PREPARED AND SUBMITTED BY THE SCHOOLS
IMPLEMENTING THE MADRASAH EDUCATION PROGRAM**

Documents to be prepared by the Schools	Person/s Responsible	Schedule of Report Submission
Report on Enrolment (disaggregated by sex, grade level)	ALIVE Teacher School Planning Officer School Head	2 weeks after the Opening of Classes; to be updated during the BOSY/EOSY updating in the LIS/EBEIS
Report on the availability and provision of classroom/s, teachers, and learning resources for the organized ALIVE class/es	School Head	First Week of Classes
Approved Class Program	School Planning Officer School Head	First Week of Classes
Daily Lesson Plan Monitoring Report	Master Teacher/School Head	Monthly; Every 1 st week of the month
Monitoring Report on the delivery of ALIVE competencies	ALIVE Teacher School Head	Quarterly
Report on Assessment Results (ALIVE Learners' Proficiency Level)	ALIVE Teacher School Head	Quarterly
Report on Instructional Supervision to ALIVE Classes (Class Observation, Provision of TA to ALIVE Teachers)	Master Teacher School Head	Quarterly
Report on School-based Activities participated by the ALIVE Teachers, such as but not limited to: <ul style="list-style-type: none"> • School mapping • Brigada Eskwela • In-Service Training/LAC Sessions • Summer Class/Remedial Class • Development of Instructional Materials 	School INSET/LAC Coordinator School Head	Quarterly
School Mapping and Analysis Report	Asatidz School MEP Coordinator/Planning Officer School Head	3 times per SY (Opening, Mid-SY, End-of-SY)
Report on MEP Advocacy to both internal and external stakeholders/Report on Advocacy and Partnership Management Activities	School Head	2 weeks after the Opening of Classes and at the end of the School Year
Copy of the SIP, AIP, and School Calendar of Activities highlighting the inclusion of MEP-related activities	School Head	Quarter 1 of the SY
Report on Tagging of learners in the LIS/EBEIS	Class Adviser/ALIVE Teacher School Planning Officer School Head	BOSY for the next SY EOSY of the Current SY
Monitoring Report on the School's implementation and compliance to MEP implementing policies and guidelines	Public Schools District Supervisor Division MEP Coordinator	

