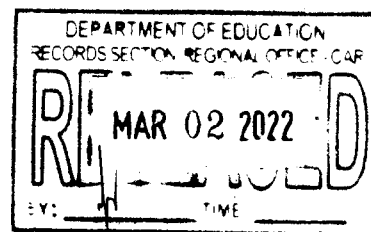




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region



01 MAR 2022

**REGIONAL MEMORANDUM**  
NO. 098-2022

**MASTER LIST OF LEARNING DELIVERY MODALITY COURSE 1 AND 2  
COMPLETERS AND SUBMISSION OF PROGRAM COMPLETION REPORTS**

**TO: Assistant Regional Director  
All Schools Division Superintendents  
All CID and SGOD Chiefs  
All Elementary and Secondary School Heads  
All Others Concerned**

1. Pursuant to Memorandum No. OSEC-NEAP-OD-2022-037 released by the DepEd National Educators Academy of the Philippines (NEAP) Director John Arnold S. Siena re: "Request for the Master List of LDM Completers and Program Completion Reports", the NEAP CAR requests the list of all completers and a program completion report from all Schools Division Offices.
2. The request aims to
  - a. validate the accuracy and completeness of the submitted LDM form 4 and 4P data for the granting of PD credit units,
  - b. ensure correctness of data for the registration of completers in the Professional Development Information System (PDIS), and
  - c. gather necessary data for the enhancement of LDM year 2 implementation.
3. Enclosed are the templates to be used which are to be submitted **on or before March 11, 2022** in required Excel and Word Format via email at **car.neapr@deped.gov.ph** with the subject "[SDO] LDM Master List and Program Completion Report."
4. For queries and additional information, please contact the NEAP CAR through the Chief Education Supervisor and Officer In-charge Jennifer P. Ande through the cellular number 09190073814.
5. Immediate dissemination and strict compliance to this Memorandum of all concerned is required.

  
**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Regional Director/Director IV

/NEAPCAR/JPA/dean



Address: Wangal, La Trinidad, Benguet, 2601  
Telephone No: (074) 422 - 1318 | Fax No.: (074) 422-4074  
Website: [www.depedcar.ph](http://www.depedcar.ph) | Email Address: [car@deped.gov.ph](mailto:car@deped.gov.ph)

DepEd-CAR: Weaver of HOPE and Transformation  
"Holistic Opportunities for all to be Performing and Excellent  
Cordilleran Learners"

*Enclosure 1: (Each template shall be dedicated a single tab in the Excel File to be submitted)*

**Masterlist of LDM Form 4 and Form 4P Completers  
TEACHERS  
Cordillera Administrative Region  
<Name of Division>**

Number of Teachers	Male		Female		Total	
Number of Completers	Male		Female		Total	

[illegible]

**Masterlist of LDM Form 4 and Form 4P Completers**  
**SCHOOL LAC LEADERS**  
**Cordillera Administrative Region**  
**<Name of Division>**

Number of Teachers	Male		Female		Total	
Number of Completers	Male		Female		Total	

[illegible]

*Enclosure 2: (Each template shall be dedicated a single tab in the Excel File to be submitted)*

**Masterlist of LDM Form 4 and Form 4P Completers**  
**SCHOOL HEADS**  
**Cordillera Administrative Region**  
**<Name of Division>**

Number of Teachers	Male		Female		Total	
Number of Completers	Male		Female		Total	

[illegible]

**Masterlist of LDM Form 4 and Form 4P Completers**  
**SUPERVISORS / INSTRUCTIONAL COACHES**  
**Cordillera Administrative Region**  
**<Name of Division>**

Number of Teachers	Male		Female		Total	
Number of Completers	Male		Female		Total	

[illegible]

Enclosure 3: (Use MS Word for this template)

**PROGRAM COMPLETION REPORT  
LEARNING DELIVERY MODALITY (LDM)  
CORDILLERA ADMINISTRATIVE REGION**

Period Covered	<i>Insert date of implementation</i>
Program Participants	<i>Insert job group with number e.g. 1000 teachers, 500 school leaders, 25 supervisors</i>
Program Output	<i>Insert submitted output of participants e.g. portfolio</i>
Expected Outcome After Program Completion	<i>Insert behavioral change expected from participant</i>
Program Sponsor / Partner	<i>Insert NEAP-CO, NEAP RO and / or other partner within the region that assisted in the program implementation</i>
NEAP Program Management and Staff	<i>Insert respective TORs</i>

I. Background and Rationale

*<Insert brief introduction of the program>*

II. Program Design

*<Insert as stated>*

III. Relevant Insights Gained During Implementation

*<Useful and applicable recommendations for NEAP>*

IV. Relevant Issues and Concerns Requiring Decision of NEAP and / or the Department

*<List down observations>*

V. Recommendations and Plans to Address the Issues and Concerns

*<List down suggestions>*

Prepared by:

Name & Position

Reviewed by:

Name & Position  
SDO LDM Coordinator

Noted by:

Name & Position  
SDO SDS