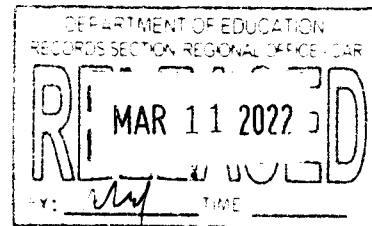




Republic of the Philippines
Department of Education
 Cordillera Administrative Region



10 MAR 2022

REGIONAL MEMORANDUM
 NO. 124.2022

**ADDENDUM AND CORRIGENDUM TO REGIONAL MEMORANDUM 098, s. 2022
 (MASTER LIST OF LEARNING DELIVERY MODALITY COURSE 1 AND 2
 COMPLETERS AND SUBMISSION OF PROGRAM COMPLETION REPORTS)**

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

1. Relative to the Regional Memorandum 098, s. 2022 entitled Master List of Learning Delivery Modality Course 1 and 2 Completers and Submission of Program Completion Reports, the following terms of reference are reiterated for the Regional and Schools Division Offices' Learning Delivery Modality(LDM) Coordinators and Form Managers in the completion of the LDM Year 1 Implementation and required master list and completion reports.

SDO FORM MANAGERS	TASKS
Identified SDO M&E Form Managers	<ul style="list-style-type: none"> • Ensure that evaluators are correctly accomplishing the forms and following the evaluation procedure • Consolidate summaries of ratings from LAC Leaders of both LDM Form 4 (Pre-implementation) and Form 4P (Portfolio) • Create subfolders and links for the submission of Form 4 and 4P ratings to be provided for the evaluators
Identified SGOD-HRD Form Managers	<ul style="list-style-type: none"> • Set up the system of receiving and gathering LDM evaluation forms from evaluators. • Monitor that the proper link address is provided to evaluators • Organize and upload all evaluation forms to their assigned SDO folder. <i>(This is an exclusive access provided by NEAP CO thus, no other access to be given to other personnel as editors)</i>
Regional Quality Assurance Division Form Managers	<ul style="list-style-type: none"> • Consolidate summaries of ratings from SDOs and LDM Coaches, and submit list of completers to NEAP-R
NEAPR	<ul style="list-style-type: none"> • Prepare certificates for issuance based on the list provided by QAD



2. Due to the feedback during the RO on Wheels CAR in ACTION Phase I webinar last March 9, 2022 on additional time for coordination and submission, the new deadline for submission shall be **on or before March 18, 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.**”

3. 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.

4. Immediate dissemination and strict compliance to this Memorandum of all concerned is required.


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

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