



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



21 October 2020

Regional Memorandum

**SUBMISSION OF LDM 2 FORMS NUMBER 4 FOR REGIONAL CONSOLIDATION OF
EVALUATION RESULTS**

To **Schools Division Superintendents
Regional Office's Functional Division Chiefs**

1. Per Memorandum OSEC-NEAP-OD-2020-0827 Implementation of the Learning Delivery Modality 2 (LDM2) Course for Instructional Coaches and Teachers under the Basic Education Learning Continuity Plan (BE-LCP), this Office calls for the submission of consolidated evaluation results using the LDM 2 Forms 4 which were provided to all concerned Form Managers, and Instructional Coaches.
2. In ensuring the successful completion and compliance of the participants to LDM Course 2, the LDM Evaluation Form Managers are advised to submit the consolidated reports of the List of Completers vis-à-vis, Teachers, LAC Leaders and Instructional Coaches using the shared folder through this link <https://bit.ly/LDM2FORM4>.
3. Deadline of submission of LDM2 Forms 4 is on **November 6, 2020, 5:00 PM**. Forms shall strictly follow the filename convention stipulated in the LDM 2 Evaluation Guidelines as:
 - a. LDM 2 Form 4 for Teachers: LDM2 Form 4 Teachers Division Summary (insert name of SDO)
 - b. LDM 2 Form 4 for LAC Leaders: LDM2 Form 4 LAC Leaders Division Summary (insert name of SDO)
 - c. LDM 2 Form 4 for Instructional Coaches: LDM2 Form 4 Coaches Regional Summary (insert name of Region)
4. To ensure effective and efficient submission of these forms, the following functions of the personnel in the Governance level are underscored.



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DIVISION/UNIT/SECTION REPRESENTATIVES	FUNCTION
2 QAD Representatives	1. Consolidate summaries of ratings from SDOs and LDM Coaches, and submit list of completers to NEAP-R 2. Coordinates with NEAP-R in setting the deadline of evaluation forms submission. 3. Provide assistance to SDO LDM Teams.
2 HRDD-NEAP-R Representatives	1. Coordinate with RO and SDO LDM Program Management Team members 2. Prepare certificates for issuance based on the list of from QAD. 3. Provide assistance to SDO LDM Teams.
2 M&E UNIT Representatives	1. Ensure that evaluators are correctly accomplishing the forms and following the evaluation procedure. 2. Consolidate summaries of ratings from LAC leaders using LDM1 Form 4 and submit this report to QAD. 3. Provide assistance to evaluators.
2 SGOD Representatives	1. Set up the system of receiving/gathering all LDM1 evaluation forms from evaluators (LAC Leaders). 2. Organize and upload all evaluation forms to their assigned SDO folder. [NEAP-CO will give you exclusive access to the SDO folder. Do not add other editors.] 3. Provide assistance to evaluators.

5. For more queries pertaining to this matter, please contact Mark Anthony R. Malonzo through 8647-7487 loc. 460 or 462 or e-mail at hrd.calabarzon@deped.gov.ph or neap.calabarzon@deped.gov.ph.
6. Immediate and full compliance of the concerned employees is expected.


WILFREDO E. CABRAL
 Regional Director