DEPED-4A-02A-RM-21-193

06 May 2021

Regional Memorandum

QUARTER 4 PIVOT LEAP ASSIGNMENT PER SDO

To   **Schools Division Superintendents**

1. In reference to Regional Memoranda Nos. 84 and 167, s. 2021, this Office reiterates the assignment of each Schools Division Offices for the development and first level quality assurance of PIVOT Learner's Packet.

2. CID Chiefs are enjoined to keep track of the writers and evaluators involved on the development and quality assurance of SDO submitted LeaPs.

3. Attached are the Quarter 4 SDO LeaP Assignment (same as Q3 assignment), Enhanced LeaP Templates for Filipino and English Media, and Evaluation Tools. Meanwhile, access to the links for other PIVOT LeaP Development Tools and Guides (i.e., style guide, evaluation guidelines) were already given to SDO LR EPSs.

4. For clarifications, you may contact, **REICON C. CONDES** and/or **RAMONITO O. ELUMBARING**, Regional Coordinators in-charge of LRMDS at (02) 8647-7487 loc. 420.

5. Immediate and widest dissemination of this Memorandum is desired.

FRANCIS CESAR B. BRINGAS
Regional Director

clmd/rcc

ASSIGNMENT OF SDOs FOR THE LEAP AND LINK PER LEARNING AREA PER GRADE LEVEL FOR QUARTER 3

SCHOOLS DIVISION OFFICE	LEARNING AREA/GRADE LEVEL	LEARNING AREA/GRADE LEVEL — TLE/TVL					May be offered to: (Exploratory and Specialization)
		Grades 7/8 (Exploratory)	Grade 9	Grade 10	Grade 11	Grade 12	
1. Bacoor City	Arts and Design Track SHS		Cookery	Cookery	Cookery	Cookery	Grades 7/8, 9 -10 or 11-12
	Automotive	Automotive	Automotive	Automotive	Automotive	Automotive	Grades 7/8, 9-12
			Front Office Services	Front Office Services	Front Office Services	Front Office Services	Grades 7/8, 9 / 10 / 11 /12
2. Cavite City	Sports Track SHS		EPAS	EPAS	EPAS	EPAS	Grades 7/8, 9 -12
					Security Services and Peacekeeping	Security Services and Peacekeeping	Grade 11 and 12
3. Cavite Province	Filipino Grades 4-5	Furniture Making	Furniture Making	Furniture Making	Furniture Making	Furniture Making	Grades 7/8, 9-12
		Plumbing	Plumbing	Plumbing	Plumbing	Plumbing	Grades 7/8, 9 / 10 / 11-12
		Broadband Installation	Broadband Installation	Broadband Installation	Broadband Installation	Broadband Installation	Grade 11 /12
		Mechatronics Servicing	Mechatronics Servicing	Mechatronics Servicing	Mechatronics Servicing	Mechatronics Servicing	Grades 7/8, 9-10 or 11-12
		Medical Transcription	Medical Transcription	Medical Transcription	Medical Transcription	Medical Transcription	Grades 7/8, 9-10 or 11-12
		Fashion Design	Fashion Design	Fashion Design	Fashion Design	Fashion Design	Grades 11-12
4. Dasmariñas City	Science Grades 7-10	Local Tour Guiding	Local Tour Guiding	Local Tour Guiding	Local Tour Guiding	Local Tour Guiding	Grades 7/8, 9 /10 / 11-12
			Carpentry	Carpentry	Carpentry	Carpentry	Grades 11-12
		Tourism Promotion Services	Tourism Promotion Services	Tourism Promotion Services	Tourism Promotion Services	Tourism Promotion Services	Grades 7/8, 9 /10 / 11 /12

SCHOOLS DIVISION OFFICE	LEARNING AREA/GRADE LEVEL	LEARNING AREA/GRADE LEVEL TLE/TVL					May be offered to: (Exploratory and Specialization)
		Grades 7/8 (Exploratory)	Grade 9	Grade 10	Grade 11	Grade 12	
5. General Trias City	Filipino Grades 7-10	Events Management Services Local Tourism Promotion (Guiding)	Dressmaking Events Management Services Local Tourism Promotion (Guiding)	Dressmaking Events Management Services Local Tourism Promotion (Guiding)	Dressmaking Events Management Services Local Tourism Promotion (Guiding)	Dressmaking Events Management Services Local Tourism Promotion (Guiding)	Grades 7/8, 9-10 or 11-12 Grades 7/8, 9/10/11/12
6. Imus City	ABM SHS	Contact Center Services Wellness Massage Tailoring	Contact Center Services Wellness Massage Tailoring	Contact Center Services Wellness Massage Tailoring	Contact Center Services Wellness Massage Tailoring	Contact Center Services Wellness Massage Tailoring	Grades 7/8, 9-10 or 11-12 Grades 11-12
7. Biñan City		Computer Programming (Oracle)	Computer Programming (Oracle) Food Processing	Computer Programming (Oracle) Food Processing	Computer Programming (Oracle) Food Processing	Computer Programming (Oracle) Food Processing	Grades 7/8, 9-12
8. Cabuyao City		Food and Beverages Services Travel Services Theme Parks Operation	Food and Beverages Services Travel Services Theme Parks Operation	Food and Beverages Services Travel Services Theme Parks Operation	Food and Beverages Services Travel Services Theme Parks Operation	Food and Beverages Services Travel Services Theme Parks Operation	Grades 7/8, 9/10/11/12 Grades 7/8, 9/10/11/12
9. Calamba City	APPLIED SHS	DOMRAC Hairdressing	DOMRAC Hairdressing	DOMRAC Hairdressing	DOMRAC Hairdressing	DOMRAC Hairdressing	Grades 7/8, 9-12 Grades 7/8, 9-10 or 11-12
10. Laguna Province	Math Grades 4-6	Technical Drafting Illustration Horticulture	Technical Drafting Illustration Horticulture	Technical Drafting Illustration Horticulture	Technical Drafting Illustration Horticulture	Technical Drafting Illustration Horticulture	Grades 7/8, 9-10 or 11-12 Grades 7/8, 9-10 or Grades 11-12 Grades 7/8, 9-12

SCHOOLS DIVISION OFFICE	LEARNING AREA/GRADE LEVEL	LEARNING AREA/GRADE LEVEL TLE/TVL					May be offered to: (Exploratory and Specialization)
		Grades 7/8 (Exploratory)	**Grade 9**	**Grade 10**	**Grade 11**	**Grade 12**	
11. San Pablo City	Math Grades 7-10	Beauty Care (ALL) Computer Systems Servicing	Beauty Care (ALL) Computer Systems Servicing	Beauty Care (ALL) Computer Systems Servicing	Beauty Care (ALL) Computer Systems Servicing	Beauty Care (ALL) Computer Systems Servicing	Grades 7/8, 9 / 10 / 11 / 12
		Pest Management	Pest Management	Pest Management	Pest Management	Pest Management	Grades 7/8, 9-10 or 11-12
		Motorcycle / Small Engine Servicing	Motorcycle / Small Engine Servicing	Motorcycle / Small Engine Servicing	Motorcycle / Small Engine Servicing	Motorcycle / Small Engine Servicing	Grades 7/8, 9-10 or 11-12
12. Sta Rosa City	HUMMS and STEM SHS	Bread and Pastry Production	Bread and Pastry Production	Bread and Pastry Production	Bread and Pastry Production	Bread and Pastry Production	Grades 7/8, 9 / 10 / 11 / 12
		EIM	EIM	EIM	EIM	EIM	Grades 7/8, 9-12
			Care Giving	Care Giving	Care Giving	Care Giving	Grades 7/8, 9-12
13. Batangas City	MAPEH Grades 4-6	Household Services / House Keeping	Household Services / House Keeping	Household Services / House Keeping	Household Services / House Keeping	Household Services / House Keeping	Grades 7/8, 9 / 10 / 11 /12
		GTAW	GTAW	GTAW	GTAW	GTAW	Grades 7/8, 9-10 or 11-12
14. Batangas Province	MAPEH Grades 7-10	Commercial Cooking	Commercial Cooking	Commercial Cooking	Commercial Cooking	Commercial Cooking	Grades 7/8, 9-10 or Grades 11-12
		Bartending	Bartending	Bartending	Bartending	Bartending	Grades 7/8, 9-10 or Grades 11-12
15. Lipa City	ESP Grades 4-6	Handicraft (Basketry, Macrame)	Handicraft (Basketry, Macrame)	Handicraft (Basketry, Macrame)	Handicraft (Basketry, Macrame)	Handicraft (Basketry, Macrame)	Grades 7/8, 9 / 10 / 11 / 12
		Needle Craft	Needle Craft	Needle Craft	Needle Craft	Needle Craft	Grades 7/8, 9 / 10 / 11 / 12
		Food Processing	Food Processing	Food Processing	Food Processing	Food Processing	Grades 7/8, 9-12
16. Tanauan City	EsP Grades 7-10	SMAW	SMAW	SMAW	SMAW	SMAW	Grades 7/8, 9 -10 or 11-12
		CSS	CSS	CSS	CSS	CSS	Grades 7/8, 9-12

SCHOOLS DIVISION OFFICE	LEARNING AREA/GRADE LEVEL	LEARNING AREA/GRADE LEVEL TLE/TVL					May be offered to: (Exploratory and Specialization)
		Grades 7/8 (Exploratory)	Grade 9	Grade 10	Grade 11	Grade 12	
17. Antipolo City	Araling Panlipunan Grades 4-6	Fashion Accessories, Paper Craft	Fashion Accessories, Paper Craft	Fashion Accessories, Paper Craft	Fashion Accessories, Paper Craft	Fashion Accessories, Paper Craft	Grades 7/8, 9/10/11/12
		Computer Programming NB.NET	Computer Programming NB.NET	Computer Programming NB.NET	Computer Programming NB.NET	Computer Programming NB.NET	Grades 7/8, 9-10 or Grades 11-12
		Computer Programming .JAVA	Computer Programming .JAVA	Computer Programming .JAVA	Computer Programming .JAVA	Computer Programming .JAVA	Grades 7/8, 9-10 or Grades 11-12
18. Rizal Province	Araling Panlipunan Grades 7-10	Visual Graphics Design	Visual Graphics Design	Visual Graphics Design	Visual Graphics Design	Visual Graphics Design	Grades 7/8 and Grades 9-12
		Barbering	Barbering	Barbering	Barbering	Barbering	Grades 7/8, 9-10 or Grades 11-12
		Animal Production	Animal Production	Animal Production	Animal Production	Animal Production	Grades 7/8, 9-10 or Grades 11-12
19. Lucena City	English Grade 4-6	Aquaculture Landscaping Installation	Aquaculture Landscaping Installation	Aquaculture Landscaping Installation	Aquaculture Landscaping Installation	Aquaculture Landscaping Installation	Grades 7/8, 9-12
		Fish Processing and Fish Product Packaging	Fish Processing and Fish Product Packaging	Fish Processing and Fish Product Packaging	Fish Processing and Fish Product Packaging	Fish Processing and Fish Product Packaging	Grades 7/8, 9-10 or Grades 11-12
20. Quezon Province	Science Grades 4-6	Organic Agriculture	Organic Agriculture	Organic Agriculture	Organic Agriculture	Organic Agriculture	Grades 7/8, 11-12
		Tile Setting	Tile Setting	Tile Setting	Tile Setting	Tile Setting	Grades 7/8, 9-10 or Grades 11-12
		Animation	Animation	Animation	Animation	Animation	Grades 7/8, 9-10 or Grades 11-12
21. Tayabas City	English Grades 7-10	AgriCrop Production (NC I, NC II)	AgriCrop Production (NC I, NC II)	AgriCrop Production (NC I, NC II)	AgriCrop Production (NC I, NC II)	AgriCrop Production (NC I, NC II)	Grades 7/8, 9-10/11-12 and Grades 9-12

Suggested Timeline of SDO Submission and RO Uploads

Dates	April 26-30	May 3-7	May 10-14	*May 17-21	May 24-28	May 31-June 4	June 7-11	June 14-18	June 21-25
Q4 Timeline				Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
SDO	Q4 W1	Q4 W2	Q4 W3	Q4 W4	Q4 W5	Q4 W6	Q4 W7	Q4 W8	
RO**		Q4 W1	Q4 W2	Q4 W3	Q4 W4	Q4 W5	Q4 W6	Q4 W7	Q4 W8

*Start of Quarter 4

Note: Submissions and uploads could be done earlier than the given dates. Returned LeaPs to SDOs after falling short to RO Initial Checking and / or Level 2 QA will be reflected on the Tracer Chart for Submitted LeaPs.

** Depends on SDO Submitted Leaps

Initial Checking of Submitted LeaPs (Before Considered Submitted)

1. Appropriate Folder Upload
2. Duly Signed and Accomplished Evaluation Tool with signature of Reviewers in PDF Format
3. File Name Convention
4. Week Number and Week Indicator Consistency
5. Names of Writers and Evaluators (Name Only)
6. Page Number (Maximum of 4 pages per Week)
7. Template Used
8. Font Sizes and Font Style
9. Style Guide (DMOS or the Chicago Manual of Style, KWF)
10. Images (Original, Public Domain, or Communication Seeking Permission to Copy)
11. Videos are on OPTIONAL basis
12. Photographs of Model (Obtained Model Release)

Enclosure 2

PIVOT LeaP Template for Filipino Medium

W1	**Asignatura**		**Baitang**	
	Markahan		**Petsa**	

I. PAMAGAT NG ARALIN	
II. MGA PINAKAMAHALAGANG KASANAYANG PAMPAGKATUTO (MELCs)	
III. PANGUNAHING NILALAMAN	

IV. YUGTO NG PAGKATUTO AT MGA GAWAING PAMPAGKATUTO

I. Panimula (Mungkahing Oras: _____)

D. Pagpapaunlad (Mungkahing Oras: _____)

E. Pakikipagpalihan (Mungkahing Oras: _____)

A. Paglalapat (Mungkahing Oras: _____)

V. PAGTATAYA (Mungkahing Oras: _____)
(Ang mga Gawain sa Pagkatuto para sa Pagpapayaman, Pagpapahusay, o Pagtataya ay ibibigay sa ikatlo at ikaanim na linggo)

VI. PAGNINILAY (Mungkahing Oras: _____)
- Ipabatid ang iyong personal na pagtatasa sa kard ayon sa lebel ng iyong performans.

Personal na Pagtatasa sa Lebel ng Performans Para sa Mag-aaral

Pumili ng isa sa mga simbolo sa ibaba na kakatawan sa iyong naging karanasan sa pagsasagawa ng mga gawain. Ilagay ito sa Hanay ng LP o Lebel ng Performans. Basahin ang deskripsiyon bilang gabay sa iyong pagpili:

☆ - Nagawa ko nang mahusay. Hindi ako nahirapan sa pagsasagawa nito. Higit na nakatulong ang gawain upang matutuhan ko ang aralin.

✓ - Nagawa ko nang maayos. Nahirapan ako nang bahagya sa pagsasagawanito. Nakatulong ang gawain upang matutuhan ko ang aralin.

? – Hindi ko nagawa o nahirapan ako nang labis a pagsasagawa nito. Hindi ko nauunawaan ang hinihingi sa gawain. Kailangan ko pa ng paglilinaw o dagdag kaalaman upang magawa ko ito nang maayos o mahusay.

Gawain Sa Pagkatuto	LP	Gawain Sa Pagkatuto	LP	Gawain Sa Pagkatuto	LP	Gawain Sa Pagkatuto	LP
Bilang 1		Bilang 3		Bilang 5		Bilang 7	
Bilang 2		Bilang 4		Bilang 6		Bilang 8	

VII. SANGGUNIAN	

Inihanda ni:		**Sinuri nina:**	

PIVOT LeaP Template for English Medium

W1	Learning Area		Grade Level	
	Quarter		Date	

I. LESSON TITLE	
II. MOST ESSENTIAL LEARNING COMPETENCIES (MELCs)	
III. CONTENT/CORE CONTENT	

IV. LEARNING PHASES AND LEARNING ACTIVITIES

I. Introduction (Time Frame: _____)

D. Development (Time Frame: _____)

E. Engagement (Time Frame: _____)

A. Assimilation (Time Frame: _____)

V. ASSESSMENT (Time Frame: _____)
(Learning Activity Sheets for Enrichment, Remediation, or Assessment to be given on Weeks 3 and 6)

VI. REFLECTION (Time Frame: _____)
- Communicate your personal assessment as indicated in the Learner's Assessment Card.

Personal Assessment on Learner's Level of Performance

Using the symbols below, choose one which best describes your experience in working on each given task. Draw it in the column for Level of Performance (LP). Be guided by the descriptions below:

☆ - I was able to do/perform the task without any difficulty. The task helped me in understanding the target content/ lesson.
✓ - I was able to do/perform the task. It was quite challenging, but it still helped me in understanding the target content/lesson.
? – I was not able to do/perform the task. It was extremely difficult. I need additional enrichment activities to be able to do/perform this task.

Learning Task	LP	Learning Task	LP	Learning Task	LP	Learning Task	LP
Number 1		Number 3		Number 5		Number 7	
Number 2		Number 4		Number 6		Number 8	

VII. REFERENCES	

Prepared by:		**Checked by:**	

Enclosure 3

EVALUATION TOOL FOR LEARNER'S PACKET (LeaP) – Quarter 4
Step 1 Evaluation [SDO Level]

Learning Area: _____ Grade Level: _____

Component (if applicable): _____ Week/s: _____

Name of Writer: _____ SDO: _____

Instructions:
1. Carefully read the Learner's Packet (LeaP) page by page to evaluate the LeaP for compliance to standards indicated in the criterion items under the eight (8) factors below.
2. Put a check mark (✔) in the appropriate column beside each criterion item.
3. Write *Not Applicable (NA)* for criterion items that does not apply in the LeaP evaluated.
4. Based on the number of criterion items marked "YES" under each factor, mark the appropriate column to indicate if the LeaP complied or not to the standards.
5. For factors with items marked *Not Applicable*, count the total applicable criterion items and multiply this with **75%** to determine the cut-off for compliance.
6. Affix your e-signature over printed name and the date accomplished below.

Standards / Criterion Items	Yes	No
Factor I. Intellectual Property Rights Compliance		
1. The LeaP has no copyright violations.		
2. The copyrighted texts and visuals used in the LeaP are cited.		
3. The copyrighted materials used in the LeaP are accurately cited.		
4. The references are properly cited in the References Section.		
	Complied	**Not Complied**
Note: At least 3 criterion items must be marked YES to indicate compliance to this factor.		
Factor II. Learning Competencies		
Content is consistent with the targeted Most Essential Learning Competency/ies (MELC/s) intended for the learning area and grade level.		
	Complied	**Not Complied**
Note: The item must be marked YES to indicate compliance to this factor.		
Factor III. Instructional Design and Organization		
1. The LeaP contributes to the achievement of the MELC/s of the learning area and grade level for which it is intended.		
2. Sequencing of contents and activities within the lesson facilitates achievement of MELC/s.		
3. Content is suitable to the target learner's level of development, needs, and experience.		
4. Content reinforces, enriches, and / or leads to the mastery of the targeted MELC/s intended for the learning area and grade level.		
5. Content is logically developed and organized throughout the material. (Activities are arranged from simple to complex).		

Standards / Criterion Items	Yes	No
6. The LeaP contains useful introductions, reviews, summaries, and other devices that facilitate smooth progression from one phase to another.		
7. Development of lessons allows for review, comparison, and integration with previous lessons.		
8. Motivational strategies (e.g., overviews, advance organizers, puzzles, games, etc.) are provided.		
9. The LeaP uses various teaching and learning strategies to meet individual differences/ learning styles. (if applicable)		
10. The LeaP develops higher cognitive skills (e.g., critical thinking skills, creativity, learning by doing, problem solving) and 21st century skills.		
11. The LeaP enhances the development of desirable values and traits such as:		

11.1 Pride in being a Filipino	11.2 Scientific attitude and reasoning		
11.3 Striving for excellence	11.4 Love for country		
11.5 Helpfulness, teamwork, cooperation	11.6 Unity		
11.7 Desire to learn new things	11.8 Honesty & trustworthiness		
11.9 Ability to know right from wrong	11.10 Respect		
11.11 Critical and creative thinking	11.12 Productive work		

	Complied	Not Complied
Note: At least 8 criterion items must be marked YES to indicate compliance to this factor.		

Factor IV. Instructional Quality

	Yes	No
1. Content and information are accurate.		
2. Content and information are up-to-date.		
3. The LeaP is free from any social content violations.		
4. LR is free from factual errors.		
5. LR is free from computational errors (if applicable)		

	Complied	Not Complied
Note: At least 4 criterion items must be marked YES to indicate compliance to this factor.		

Factor V. Assessment

	Yes	No
1. The LeaP provides useful measures and information that help the teacher evaluate learner's progress in mastering the target competencies.		
2. Assessments are aligned with the MELC and content.		
3. The LeaP provides "self-checks," ready-made achievement tests, and/or review activities.		
4. The LeaP provides variety of assessment types.		
5. Assessments have clear demonstration / examples, instructions, and/or rubrics to serve as guide on how these will be used.		
6. Variety of activities within the LeaP are utilized to ensure active engagement of the learners.		

Standards / Criterion Items	Yes	No
	Complied	Not Complied
Note: At least 5 criterion items must be marked YES to indicate compliance to this factor.		
Factor VI. Language/Readability		
1. Vocabulary level is adapted to target users' experience and understanding.		
2. Length of sentences is suited to the comprehension level of the target user.		
3. Sentences and paragraph structures are varied and appropriate to the target user.		
4. There is logical and smooth flow of ideas within the lesson.		
5. There is consistently good use of transition devices to focus on the main topics and signal a change of topic.		
6. Instructions, exercises, questions, and activities are clear to the target user.		
	Complied	Not Complied
Note: At least 5 criterion items must be marked YES to indicate compliance to this factor.		
Factor VII. Visuals (e.g., illustrations, photographs, maps, tables, graphs, etc.)		
1. Supplement the text		
2. Clarify the concept / topic and facilitate comprehension		
3. Consistently clear in content and detail		
4. Relevant to the learner's age, culture, and life situation		
5. Sustain interest and do not distract the learner's attention		
6. Properly labelled / captioned (if needed)		
7. Filipino characters (if applicable) are the subject of illustrations.		
8. Colored visuals are set in grayscale for black-and-white reproduction		
	Complied	Not Complied
Note: At least 6 criterion items must be marked YES to indicate compliance to this factor.		
Factor VIII. Technical Specifications		
1. Composed of only one (1) Learner's Packet (LeaP) in the file		
2. Video/s used (if applicable) has/have link and is/are OPTIONAL ONLY to further enrich the delivery of the MELC/s		
3. The paper size is 8.27 X 11.69 (A4).		
4. The page layout is portrait.		
5. The page has the header and footer appropriate to the Key Stage level and the watermark of CLMD.		
6. The LEAP has a maximum number of 4 pages.		
7. The font type used is Century Gothic.		
8. Font number used is 10 (Gr. 4-6) and 9 (Gr. 7-10).		

Standards / Criterion Items	Yes	No
9. The use of boldface and italics are relevant and appropriate to the text.		
Note: At least 7 criterion items must be marked YES to indicate compliance to this factor.	Complied	Not Complied

Comments:

_____

_____

_____

_____

Recommendation: (Please put a check mark (✔) in the appropriate box.)

☐ **Major revision.** This LeaP is non-compliant to the requirements in one or more factors. This LeaP needs to be returned to the writer to implement necessary changes in the marginal notes of the content and/or LRE/s.

☐ **Minor revision.** This LeaP is found compliant to the minimum requirements in all eight factors. Revision was already incorporated in the LeaP by the content and/or language learning resource evaluator/s (LRE/s). This LeaP is ready for Step 2 evaluation.

☐ **For RO submission.** This LeaP is found compliant to all factors with NO more corrections. This LeaP is ready for Step 2 evaluation.

We certify that the LeaP indicated above underwent content, language and technical evaluation and that the writer has correctly and sufficiently implemented all recommended revisions based on the evaluation conducted by the SDO QA Team Members.

SDO QUALITY ASSURANCE TEAM MEMBERS

Content Learning Resource Evaluator   Language Learning Resource Evaluator

_____   _____
Signature Over Printed Name   Signature Over Printed Name
Date accomplished_____   Date accomplished_____

Technical Learning Resource Evaluator

_____
Signature Over Printed Name
Date accomplished_____