



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Caraga Administrative Region  
 Butuan City



January 10, 2018

**REGIONAL MEMORANDUM**

No. 027, s. 2018

**REITERATION OF THE GUIDELINES ON THE PREPARATION OF DAILY LESSONS**

To: Schools Division Superintendents  
 Asst. Schools Division Superintendents  
 Chiefs of Curriculum Implementation Division(CID)  
 Heads of Public Elem. and Sec. Schools

1. This memorandum is reiterating the guidelines on the preparation of Daily Lessons (DLs) for teachers of all public elementary and secondary schools so that they shall have more time for the preparation of necessary support learning resources/instructional materials and student-centered activities as the Department of Education (DepEd) adopts flexibility in the preparation of daily lessons.
2. To enable the teachers to do other meaningful teaching-related tasks, which include, but not limited to preparing instruction aids, assessing learners' portfolios and conducting learning interventions, the following Guidelines on the preparation of Daily Lessons (DLs) are issued:
  - a. Teachers who have been in the service for more than two(2) years, private school experience included, shall not be required to prepare detailed lesson plans (DLPs). They may adopt the Daily Lesson Logs (DLLs) which contain the following entries:
    - Lesson as cited in the TC/TM reference materials with the page/s number;
    - Learners' Materials used as Activity Sheets, Modules, other materials with the page number reference;
    - Remarks indicating number of learners within mastery level; Number of learners needing enrichment/refinement lessons; and
    - Other activities include the intervention given to the pupils/students who did not master the lesson(s) in the previous day.
  - b. Teachers with less than two (2) years teaching experience shall be required to prepare Daily Lesson Plans (DLPs) which shall include the following:
    - Objectives;
    - Subject Matter;
    - Procedure;
    - Assessment; and
    - Assignment.
  - c. Teachers may take modification of/or deviation from the TGs/TMs whenever necessary to suit the learners' ability provided that the learning standards and competencies are met. They are encouraged to enhance the TGs to provide activities that will develop higher order thinking skills.

- d. DLPs/DLLs shall be written the language of the TGs/TMs. Grade 1 teachers need not translate them to the Mother Tongue(MT). However, the use of MT as medium of instruction must be strictly followed.
3. All other memoranda relative to these guidelines are already rescinded.
4. Immediate dissemination of and strict compliance with this Order is directed.

  
for BEATRIZ G. TORNO, Ph.D., CESO IV  
OIC – Regional Director 

Encl.: None.

Reference: DepEd Order No. 70, s. 2012

Allotment: 2-(D.O. 50-97)

To be indicated in the Perpetual Index under the following subjects:

CURRICULUM      POLICY      TEACHING GUIDES      TEACHERS

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