



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

February 03, 2022


**DIVISION MEMORANDUM**

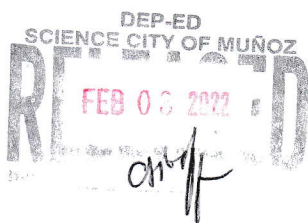
No. 81, s. 2022

**DISSEMINATION OF RM 029, s. 2022 RE: PROCEDURE IN THE SUBMISSION, PROCESSING, AND EVALUATION OF SPECIAL CURRICULAR PROGRAMS IN JOURNALISM AND FOREIGN LANGUAGE**

To: Assistant Schools Division Superintendent  
Chief ES-CID and SGOD  
Education Program Supervisors  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

1. This Office disseminates the Regional Memorandum No. 029, s. 2022 entitled Procedure in the Submission, Processing, and Evaluation of Special Curricular Programs in Journalism and Foreign Language for the information and guidance of all implementing schools, and schools that plan to implement the programs in public and private schools.
2. For queries, please communicate to Mrs. Aileen G. Mactal- Education Program Supervisor in Charge of SPFL, and Mr. Augusto A. Mateo- Education Program Supervisor in Charge of SPJ via their email address [aileen.mactal@deped.gov.ph](mailto:aileen.mactal@deped.gov.ph) and [augusto.mateo@deped.gov.ph](mailto:augusto.mateo@deped.gov.ph) and/or cellphone number 09171202344 and 09178278628 respectively.
3. Immediate and wide dissemination of this Memorandum is earnestly desired.

  
**DANTE G. PARUNGAO, CESO VI**  
Officer-In-Charge  
Schools Division Superintendent



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Address: Brgy. Rizal, Science City of Muñoz, 3119  
Telephone No.: (044) 806 -2192; Email Address: [munozscience.city@deped.gov.ph](mailto:munozscience.city@deped.gov.ph)  
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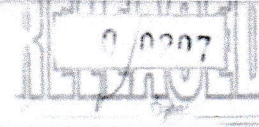


Certificate No. 50500731 QM15



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

REGIONAL MEMORANDUM  
No. 029, s. 2022



**PROCEDURE IN THE SUBMISSION, PROCESSING, AND EVALUATION OF  
SPECIAL CURRICULAR PROGRAMS IN JOURNALISM  
AND FOREIGN LANGUAGE**

To: Schools Division Superintendents  
Curriculum and Implementation Division Chiefs  
Education Program Supervisors in Journalism and Foreign Language  
Public Schools District Supervisors  
Schools Heads/Principal  
All Concerned

1. This is to provide information to all concerned relative to the submission, processing, and evaluation of the Special Curricular Programs in Journalism and Foreign Language application to ensure an organized and systematic process.
2. Below is the procedure:
  - 2.1 The school head that has the intent to implement Special Curricular Programs (SCPs) in Journalism/Foreign Language shall submit a Letter of Intent to the Schools Division Office (SDO).
  - 2.2 The SDO through the Division Supervisor in charge of Journalism/Foreign Language/Focal Person shall acknowledge the Letter of Intent and provide the processing checklist prepared by this Office (See attached Enclosure) to serve as a guide in the preparation of the required documents.
  - 2.3 The required documents, together with the application letter, shall be submitted to the SDO for checking and evaluation.
  - 2.4 The in-charge SCP Focal Person in Journalism/Foreign Language shall evaluate the documents submitted. If incomplete, these documents shall be returned to the concerned school head for completion. Once completed, the focal person shall conduct an on-site validation.
  - 2.5 The Letter of Intent, together with the complete and evaluated documents shall be endorsed by the concerned Schools Division Superintendent to the Regional Office. The school must meet the minimum requirements in terms of physical facilities, learning resources, and qualified teachers (with recent trainings in journalism) who will handle classes.
  - 2.6 The school and the SDO shall observe and follow the timeline of the submission of documentary requirements by the school, processing of documents, onsite validation of physical facilities, learning resources, and specialized teachers, endorsement of the division evaluation report, and documentary requirements to the Regional Office, through the Quality and Assurance Division (QAD) in collaboration with the Curriculum and Learning Management Division (CLMD).



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2.7 The timeline of activities for the submission, processing, and evaluation of the SCPs in Journalism and Foreign Language is presented below:

Activity	Time Frame	Person/s Involved
A. Submission of the documentary requirements listed in the processing checklist to the SDO	Every last week of January	School SPJ/SPFL Coordinator School Head/Principal
B. Evaluation of Documents and On-site Validation  <i>Note: The SDO Focal Person/Coordinator shall inform the school immediately about the comments and suggestions which are subject to appropriate actions.</i>	1 <sup>st</sup> week to last week of February	Division Coordinator/Focal Person in charge of SPJ & SPFL
C. Preparation of Division Evaluation Report (DER) based on the evaluated documents and conducted on-site validation	2 <sup>nd</sup> week of March	Division Coordinator/Focal Person in charge of SPJ & SPFL
D. Endorsement of the DER and documentary requirements by the SDO to the Regional Office.	Last week of March	Division Coordinator/Focal Person in charge of SPJ & SPFL
E. Evaluation of the submitted documentary requirements and On-site Validation by the Regional Office  <i>Note: The Regional Focal Person of SPJ and SPFL and QAD personnel shall inform the school through the Division Focal Person of SPJ/SPFL immediately about the comments and suggestions for appropriate actions</i>	From the 2 <sup>nd</sup> week of April to the last week of May	QAD Personnel & Regional Supervisor in charge of SPJ & SPFL
F. Issuance of the endorsement letter to offer the said program by the SDO	1 <sup>st</sup> to 2 <sup>nd</sup> week of June	QAD

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G. Submission of application to Bureau of Curriculum Development	of 1 <sup>st</sup> to 2 <sup>nd</sup> week of July	QAD/CLMD
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2.8 The school with the approved application shall be informed by the QAD personnel/Regional Supervisor in-charge of SPJ and SPFL to recruit and accept potential learners who shall undergo the selection and admission process. A separate regional memorandum shall be issued regarding this process.

2.9 The SPJ & SPFL shall be approved by the Regional Office and the school shall be given an endorsement to offer the said program to be issued by the QAD.

3. All changes relevant to the processing of SPJ and SPFL shall be based on the guidelines to be released by the Central Office.
4. For inquiries, please contact the Regional Supervisor in charge of SPJ & SPFL through the email address [clmd.ro3@deped.gov.ph](mailto:clmd.ro3@deped.gov.ph).
5. Immediate and wide dissemination of this Memorandum is earnestly desired.

  
**MAY B. ECLAR, PhD, CESO III**  
 Regional Director

Clmd7  
 January 13, 2022

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Enclosure 1 of Regional Memorandum No. \_\_\_\_\_, s. 2022

**PROCESSING CHECKLIST FOR SPJ  SPFL**

School: \_\_\_\_\_ School Year: \_\_\_\_\_  
 School Address: \_\_\_\_\_ Contact No.: \_\_\_\_\_  
 Name of School Head: \_\_\_\_\_  
 Designation: \_\_\_\_\_

**REQUIREMENTS**

1. Letter of Intent
2. Program Profile
  - \_\_\_\_\_ Research or Survey that there is a need to offer the Program
  - \_\_\_\_\_ Inventory of facilities, equipment, journalism room
  - \_\_\_\_\_ Sample Programming (Schedule)
  - \_\_\_\_\_ Faculty Profile
  - \_\_\_\_\_ Partnerships/Linkages
  - \_\_\_\_\_ 3 Year Implementation Plan
3. Ocular Inspection will be conducted by the division/region for endorsement to be submitted to CO
4. Central office acknowledgement

Findings:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Recommendations:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



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