



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

03 December 2024

SCHOOLS DIVISION MEMORANDUM

No. 418,

s. 2024

**PRESENTATION OF ACTION PLAN ON DROP-OUT REDUCTION PROGRAM
(DORP) IN LINE WITH THE IMPLEMENTATION OF THE ALTERNATIVE
DELIVERY MODE (ADM)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary Schoolheads
All Others Concerned

1. Relative to Schools Division Memorandum No. 398, s. 2024 titled Capacity Building on the Implementation of Alternative Delivery Mode (ADM), this Office through the Curriculum Implementation Division (CID) announces the presentation of action plan of the schools' drop-out reduction program on December 11, 2024 at the Teachers' Hall of the Schools Division Office. This activity is the output/application of learnings of the participants on the above-mentioned activity.
2. The activity aims to:
 - a. present the crafted drop out reduction program using the provided template;
 - b. provide technical assistance on the drop-out reduction program/action plan of schools through critiquing; and
 - c. finalize the ADM action plan based on the inputs/suggestions/recommendations of the panel of reactors.
3. Participants in this activity are the public elementary schoolheads or their alternates in case of emergency or if they need to attend to an equally important activity.
4. The participants are tasked to prepare their action plans in word file and in power point presentation.
5. The provision of foods for this activity shall be charged against ADM-FLO Program Support Fund.
6. This issuance serves as the **Authority to Travel** of the participants.
7. Enclosed in this Memorandum are the Matrix of Activities, Templates for the Action Plan, Profile of Learners at Risk of Dropping-Out, Learning Plan,



Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806 -2192; Email Address:

mu.PAGONGANDAPINAS@deped.gov.ph



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

Composition of Drop-Out Reduction Program, Processing Checklist to offer School Initiated Intervention and DORP Plan Critiquing Criteria.

6. For queries, please communicate with MERCEDITA D. SALDERO, Education Program Supervisor/ADM Focal Person, through her cellphone number 09664185484.
7. Wide dissemination of this Memorandum is earnestly desired.

JOHANNA N. GERVAPIO PhD, CESO V
Schools Division Superintendent

Encl: As stated

Reference: 2024 Presentation of Action Plan on the Alternative Delivery Mode

To be indicated in the Perpetual Index

Under the following subjects:

CURRICULUM IMPLEMENTATION
ALTERNATIVE DELIVERY MODE
CID/MDS-ADM -ACTION PLAN
13/November 2024



Republic of the Philippines
Department of Education

REGION III - CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Enclosure No. 1 to Schools Division Memorandum No. 48, s. 2024

Matrix of Activities

Time	Activity	Persons Involved
8:00 -8:30 a.m.	Registration	ANGELICA S. FERNANDO
8:30-9:00 a.m.	Opening Program Nationalistic Song..... AVP Prayer..... Lamberto P. Corpuz SEPS DepEd Quality Policy.... AVP DepEd Munoz Hymn..... AVP Roll Call..... Corazon H. Mateo, HT-VI Energizer..... AVP Statement of Purpose..... Larry B. Espiritu, PhD, Chief ES-CID Message..... Johanna N. Gervacio PhD, CESO VI Schools Division Superintendent	Master of Ceremony
9:00 – 10:00 a.m.	Recapitulation	MERCEDITA D. SALDERO EPS/ADM Focal Person
10:00-10:30 a.m.	Health Break	
10:30 a.m.- 12:00 p.m.	Flow of the presentation and the tool to be used for the critiquing	MERCEDITA D. SALDERO EPS/ADM Focal Person
12:00-1:00	Lunch Break	
1:00-1:30 p.m.	Management of Learning (MOL)	
1:30-3:00 p.m.	Presentation of Action Plan and Critiquing	MERCEDITA D. SALDERO LAMBERTO P. CORPUZ SHIELA S. MARANAN
3:00-3:30 p.m.	Health Break	
3:30-4:30	Wrap-Up	MERCEDITA D. SALDERO
4:30 -5:00	Agreement/Ways Forward CORAZON H. MATEO Master of Ceremony	



Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806 -2192; Email Address:

mailto:region3@deped.gov.ph



Republic of the Philippines
Department of Education

REGION III - CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Enclosure No. 2 to Schools Division Memorandum No. 48, s. 2024

**ACTION PLAN ON DROP-OUT REDUCTION PROGRAM THROUGH THE
 IMPLEMENTATION OF ALTERNATIVE DELIVERY MODE
 SY 2024-2025**

Program: (Unique name of your drop-out reduction program)

Current Situation (context of school and the learners):

Goal: _____

Objectives: _____

Phases	Activities, Action Steps, and Strategies	Expected Output	Timeline	Persons Involved	Resources		Success Indicator
					Fund	Materials	
Planning							
Implementation							



Address: Brgy. Rizal, Science City of Muñoz, 3119
 Telephone No.: (044) 806 -2192; Email Address:

munoz@deped.gov.ph



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

Evaluation							

Prepared by:

Schoolhead

Reviewed by:

LARRY B. ESPIRITU PhD
Chief E-CID

Recommending Approval:

RONILO E. HILARIO CESO VI
Asst. Schools Division Superintendent

Approved:

JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendent



Address: Brgy. Rizal, Science City of Muñoz, 3119
Telephone No.: (044) 806 -2192; Email Address:

munoz@deped.gov.ph



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

Enclosure No. 3 to Schools Division Memorandum No. 46, s. 2024

PROFILE OF LEARNERS AT RISK OF DROPPING OUT

No.	Name	Section & Grade Level	Brief Description of the Context of SARDOS	Tailored Fit Intervention/ADM Sub-Programs (Ex. SIL, OHSP, OI)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				



Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806 -2192; Email Address:

munoz@deped.gov.ph



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

Enclosure No. 4 to Schools Division Memorandum No. 48, s. 2024

SAMPLE STUDENT LEARNING PLAN

Learning Area: _____
 Learner's Name: _____

Grade Level: _____
 Teacher: _____

No. of Module/student Worksheets	Desired competencies to be developed	Allotment Period/Time Frame (could be flexible based on rthe context of learners)	Actual Accomplishment /Learners Output	Assessment/Evaluation	Remarks





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

Enclosure No. 5 to Schools Division Memorandum No. 48, s. 2024

COMPOSITION OF DROP-OUT REDUCTION PROGRAM TEAM

Chairperson	Schoolhead
DORP/ADM Coordinator	(Assist. Principal, Head Teacher, Master Teacher' others)
Members (for big schools you may add members like all head teachers)	Guidance Advocate/Designate
	PTA Representative
	Class Adviser
	Students' Representative
	Other stakeholders/helping professionals as needed



Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806 -2192; Email Address:

munoz@deped.gov.ph



Republic of the Philippines

Department of Education

REGION III - CENTRAL LUZON

SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Enclosure No.6 to Schools Division Memorandum No. 418, s. 2024

PROCESSING CHECKLIST TO OFFER SCHOOL INITIATED INTERVENTION (SII)

School: _____
Schoolhead: _____
School Address: _____

REQUIREMENTS

- _____ 1. Letter of Intent (LOI) addressed to the Schools Division Superintendent (SDS).
- _____ 2. Schoolhead/ADM coordinator/guidance counselor or advocate/teachers attended capability building conducted by the CO, RO, DO in relation to the program.
- _____ 3. Profile of Learners at Risk of Dropping Out (LARDOs)
- _____ 4. School Initiated Intervention (SII) Plan aligned with SIP/WFP
- _____ 5. Composition of ADM/DORP Team
- _____ 6. Inventory of available learning resource materials to ensure that there are enough materials for LARDOs to be used while accommodating LARDOs in ADM.
- _____ 7. Learner's Learning Plan
- _____ 8. Class Program of LARDOs



Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806 -2192; Email Address:

munoz@deped.gov.ph



Republic of the Philippines

Department of Education

REGION III - CENTRAL LUZON

SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Enclosure No. 7 to Schools Division Memorandum No. 48, s. 2024

DORP Plan Critiquing Criteria (Please check the appropriate column.)

Situationer	Yes	No
• Is it congruent to the SIP?		
• Is it backed up by concrete data/information on internal efficiencies (enrollment rate, completion rate, drop-out rate, achievement rate)?		
• Does it fully describe the problems or conditions existing in the school?		
• Does the problem jibe with the physical environment of the school as describe in the SIP?		
• Does it fully describe the profile of the SARDOs/target beneficiaries as affected by the FICS or risk factors?		
• Will the profile evoke immediate response/reaction to the problem once it is read?		
Goal		
• Is the goal statement supportive or aligned to the purpose level objective of the SIP?		
• Is it broad and long term and reflective of the medium-term plan?		
• Does it express future desired results?		
• Is the goal clear? (it motivates action to solve the described problem)		
Objectives		
• Are the objective statements consistent with the goal and the school situationer?		
• Are they reflected in the AIP?		
• Do they use absolute number to express target beneficiaries?		
• Do they conform with SMART?		
Proposed Interventions		
• Are the interventions identified consistent with the objectives and school situationer?		
• Is there an immediate and appropriate intervention to address the critical risk factors?		
• Are all types of learners/beneficiaries addressed by the intervention?		
• Are they doable and realistic within a given time frame ?		
• Are the materials intended for the interventions available (can be purchased, solicited or produced)?		
• Are the interventions doable with local resources-human, technical and financial?		
Implementation Plan/Matrix		



Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806 -2192; Email Address:

muoz@deped.gov.ph



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

<ul style="list-style-type: none"> Is it congruent with the identified interventions? 		
<ul style="list-style-type: none"> Does it contain activities for the proposed intervention, output indicators, time frame, persons responsible and resources needed? 		
Monitoring and Evaluation Plan		
<ul style="list-style-type: none"> Are the activities geared toward M&E? (e.g. student tracking system) 		
<ul style="list-style-type: none"> Does it mention frequency of M&E? 		
<ul style="list-style-type: none"> Does it identify person/s responsible for collecting data? 		
<ul style="list-style-type: none"> Does it reflect the flow of data collection and submission? 		
<ul style="list-style-type: none"> Does it include the appropriate M&E instruments to be filled up/ accomplished for a certain period of time? 		
<ul style="list-style-type: none"> Does it reflect process documentation? 		
Sustainability Plan		
<ul style="list-style-type: none"> Is the plan described workable/doable overtime? 		
<ul style="list-style-type: none"> Is the plan workable even with change in school leadership? 		
<ul style="list-style-type: none"> Does it include the resources to be utilized: human, financial and technical? 		
<ul style="list-style-type: none"> Is it adaptable to users/beneficiaries in any given situation and environment? 		
<ul style="list-style-type: none"> Can it be adopted by other institutions with similar concerns? 		
<ul style="list-style-type: none"> Are there specific actions to ensure continuity of the plan? 		
Organizational Structure		
<ul style="list-style-type: none"> Does it have an organizational structure? 		
<ul style="list-style-type: none"> Does the organizational structure include internal & external stakeholders? 		
<ul style="list-style-type: none"> Is there a clear delineation of roles/functions? 		
<ul style="list-style-type: none"> Do the roles/functions contribute to the overall target of the program? 		

Comments/Suggestions:



Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806 -2192; Email Address:

munozsciencecity@deped.gov.ph