



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

07 June 2021

DIVISION MEMORANDUM
DM No. 364, s. 2021

LDM PRACTICUM PORTFOLIO GUIDES AND EVALUATION FORMS

To: OIC-Assistant Schools Division Superintendents
Division Chiefs
Senior Education Program Specialists- HRD & SMME
Education Program Supervisors
Public Schools District Supervisors
Public Elementary/Secondary School Heads and Teachers
All Others Concerned

1. To provide further guidance to participants and program management team (PMT) for **Part II of the Learning Delivery Modalities 1 & 2 courses** (implementation/practicum) as stipulated in OSEC-NEAP-OD-2021-50 and Regional Memorandum No. 06, s. 2021, the NEAP-CO LDM PMT through SDO-Quezon announces the **issuance of practicum portfolio guides and evaluation forms** which can be accessed through bit.ly/ldmportfolioeval, as well as the **submission of list of names of course completers** for Learning Delivery Modalities 1 & 2.
2. Relative to these memoranda, the following guidelines/reminders are reiterated for the guidance and perusal of all concerned:
 - a. Learning Action Cells (LACs) may adopt or modify the suggested LAC guide on practicum portfolio-building as deemed appropriate. Its conduct is still optional but recommended. The content and format of the practicum portfolio may also be used in the RPMS portfolio as they have been mapped to their respective strands in the professional standards.
 - b. Artifacts aligned to the implementation of special curricula/programs (e.g. Madrasah Education, Indigenous People's Education, special interest programs, etc.) may also be included as self-selected artifacts in the LDM practicum portfolio.

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



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By: Rommel

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- c. The **SDO LDM Evaluation Form Managers** (SMME and HRD) shall utilize the existing system in managing the practicum portfolio evaluation forms. Additional **sub-folders in the SDO folder** in the Google Drive **have to be created** to separate the pre-implementation evaluation forms from the practicum portfolio evaluation forms.
 - d. All the participants involved are requested to conduct FGD with their LAC team leaders to assist them in building their practicum portfolios and have them evaluated in preparation for filling up the Forms 4. The **practicum portfolio** is the **final requirement** for both **LDM courses 1 and 2**.
 - e. The **LDM Coaches** are expected to **submit the list** of practicum portfolio completers (for school heads, school LAC leaders, supervisors, teachers) through the following link: tinyurl.com/PracticumF4. Please download the **Form 4 templates** from: tinyurl.com/F4coaches.
 - f. The **deadline** of submission of accomplished Forms 4 to the SDO is on **June 28, 2021** to give the SDO Form Managers ample time for final consolidation and submission to the regional office until July 7, 2021.
3. To **acquaint the LDM Coaches (PSDSs and EPSs)** on strategies to better organize the submission process, and relay relevant concerns on practicum portfolio building and release of certificates, the SDO PMT will conduct a brief **discussion** on **June 10, 2021** (Thurs) at 1:30 p.m. via Zoom. Meeting credentials will be sent through official group chats.
4. Immediate dissemination of and strict compliance to this Memorandum is desired.

ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

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