



Republic of the Philippines  
Department of Education  
Region VIII  
**SCHOOLS DIVISION OFFICE OF TACLOBAN CITY**  
Tacloban City

January 31, 2022

**DIVISION MEMORANDUM**

No. 046, s. 2021

**TO:** Chief, Curriculum and Implementation Division  
Public School District Supervisors (PSDSs)  
Heads, Public and Private Elementary and Secondary Schools  
Department Heads/Subject Coordinators

**SUBJECT: MELCs UTILIZATION AND DELIVERY' PROGRESS MONITORING TOOL  
PER QUARTER FOR ALL SUBJECT - AREAS, ACROSS ALL LEVELS**

1. In order to meet, align, and reconcile the division with school targets based on the three-fold performance indicators, namely; quality, efficiency and timeliness, this office through the Curriculum and Implementation Division, would like to know the status and synchronicity of MELCs utilization and delivery, based on its targeted budget of lessons' competencies per quarter across all levels, determine the extent of learners responsiveness, consider the relevant "on-site" issues, challenges and problems commonly encountered and document the initial actions and resolutions implemented by each actual field curriculum implementers.
2. The data that will be gathered from the field, using the following MELCs utilization and delivery progress monitoring tool, will be used as a basis for curriculum decision-making, in providing more feasible technical assistance that suits to the needs of the academic implementers thereby improving their academic performance.
3. Concerned PSDSs and School Heads are enjoined to facilitate the immediate accomplishment of the MELCs implementation' progress monitoring tool and consolidate the same, for immediate submission to the Chief of the Curriculum and Implementation Division, Tacloban City Division.
4. Attached is the MELCs Utilization and Delivery - Progress Monitoring Tool, for your reference.
5. Immediate dissemination and compliance of this memorandum is highly desired.



RELEASED

2-6-22  
3:26

**MARIZA S. MAGAN, Ed. D., CESO V**  
Schools Division Superintendent