



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

March 14, 2025

Division Memorandum
No. 162 s. 2025

CLARIFICATORY GUIDELINES ON DAILY LESSON PREPARATION

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Education Program Supervisors
Public Schools District Supervisors
Principals In charge of the District
Elementary and Secondary School Heads
Private School
All Others Concerned

1. The Schools Division of Dapitan City through the Curriculum Implementation Division, provides these clarificatory guidelines on the preparation of lesson plans, to wit:

a) MATATAG Curriculum Phase I Implementing Grade Levels

Provision H, No. 46, Paragraph 3, of DepEd Order No. 42, s. 2016, titled *Policy Guidelines on Daily Lesson Preparation for the K to 12 Basic Education Program*, states "...when new content is integrated into the curriculum, all teachers are required to write a detailed lesson plan for the content or subject matter". In line with this, teachers, regardless of their years of service, are required to prepare a Detailed Lesson Plan (DLP) for the learning areas covered by the MATATAG Curriculum, as new content has been integrated into the Basic Education Curriculum.

The use of DLPs is further reinforced by DepEd Order No. 10, s. 2024, or the Policy Guidelines on the Implementation of the MATATAG Curriculum. Additionally, the Frequently Asked Questions (FAQs) released in relation to DO 10, s. 2024, clarify that the provisions of DO 42, 2016 remain applicable, with School Year 2024-2025 marking the first year of the MATATAG Curriculum implementation.



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Provision No. 19, Paragraph 1 of DepEd Order No. 10, s. 2024, titled *Policy Guidelines on the Implementation of the MATATAG Curriculum*, states "... the MATATAG Curriculum IDF is a comprehensive guide for teachers in planning lessons. It strongly emphasizes learner-centered education and adheres to basic education policies." Lesson Format and design for MATATAG Curriculum has the following lesson parts: Activating prior Knowledge (**M**), Establishing Lesson Purpose (**A**), Developing and Deepening Understanding (**T**), Making Generalization (**A**), Evaluating Learning (**TA**), Teacher's Remarks (**A**), and Reflection (**G**).

For teachers with three (3) years and more of teaching experience, this Office shall allow them to use the CO-issued Lesson Exemplars, plus daily teaching reflections. If teachers shall modify the activities or create new lesson designs, they shall be required to use the semi-detailed lesson plan with daily teaching reflections.

b) MELC-Based Curriculum/Non-MATATAG Curriculum Grade Levels

Provision G, No. 38, Paragraph 1, of DepEd Order No. 42, s. 2016, titled *Policy Guidelines on Daily Lesson Preparation for the K to 12 Basic Education Program*, states "...Teachers with at least one (1) year of teaching experience, including teachers with private school and higher education institution teaching experience shall not be required to make a Detailed Lesson Plan (DLP). Teachers who have been in the service for at least one (1) year, handling learning areas with available LMs and TGs provided by the Department shall not be required to prepare a DLP, instead, they shall be required to fill out a weekly Daily Lesson Log (DLL).

c) PPST COI Full-Period Classroom Observation/Demonstration Teaching

Provision H, No. 46, Paragraph 1 of DepEd Order No. 42, s. 2016, titled *Policy Guidelines on Daily Lesson Preparation for the K to 12 Basic Education Program*, under, states "...Newly hired teachers without professional teaching experience shall be required to prepare a daily Detailed Lesson Plan (DLP) for a year. Applicant teachers **as well as teachers in the service including Master teachers who will conduct demonstration teaching** shall be required to prepare a DLP." Detailed Lesson Plan (DLP) is defined as "a teacher's roadmap for a lesson. It contains a detailed description of steps a teacher will



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take to teach a particular topic. A typical DLP contains the following parts: Objectives, Content, Learning Resources, Procedures, Remarks and Reflection.

Provision H, No. 51, Paragraph h 3 of the same DepEd Order states "...the procedure details the steps and activities the teachers and learners will do during the lesson towards achievement of the lesson's objective. The procedure describes the learning experience that learners will go through in understanding and mastering the lesson's content.

This office requires that in PPST-Classroom Observable Indicators (PPST-COI) that requires full-period classroom observation, teachers who will conduct demonstration teaching, shall prepare a Detailed Lesson Plan (DLP). Under Procedure, it has detailed Teacher's Activity and Pupil's Activity.

2. These guidelines shall be in effect until a new guidelines on daily lesson preparation is released by the Central Office.
3. For any concerns, please feel free to coordinate with Dr. Vicente Jose V. Suarez, II Chief Education Supervisor of the Curriculum Implementation Division.
4. For information, guidance and dissemination.


FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent

Encl: None

References: DepEd Order No. 10, s. 2023
DepEd Order No. 42, s. 2026
DepEd Memorandum No. 017, s. 2025

CID/BEG/DLP
DM___/MAR13, 2025



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