



Republic of the Philippines  
Department of Education  
Region X-Northern Mindanao  
**DIVISION OF MISAMIS ORIENTAL**  
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Division Memorandum  
No. 387s. 2016

To Chief Education Supervisors  
Education Program Supervisors  
PS District Supervisors  
Education Program Specialists  
Elementary & Secondary School Heads

From CHERRY MAE L. LIMBACO, Ph.D., CESO V  
Schools Division Superintendent *Cherry Mae L. Limbaco*

Subject **FORMAT OF THE DAILY LESSON PLAN**

1 Pursuant to DepEd Order No. 42, s. 2016 entitled Policy Guidelines on the Daily lesson Preparation for the K to 12 Basic Education Program, all teachers are instructed to undertake daily lesson preparation. Enclosed in this DepEd Order is the format of the Daily Lesson Log as guide for teachers.

2 In this connection, the Division of Misamis Oriental supports the teachers in doing this particular task by constructing Daily Lesson Log (DLL) in all subject areas from Grades 1 to 10. This DLL serves as guide for teachers in which the activities can be enriched or revised.

3 **Furthermore, this Division would like to emphasize that the teachers can choose format for the Daily Lesson Plan which they feel more useful and relevant. The Format could be:**

- a. **in Tabular Form** as enclosed in DepEd Order 42, s. 2016 , or
- b. **in Traditional Form of a Lesson Plan, provided that the STEPS IN THE PROCEDURE AND THE PARTS ON REMARKS AND REFLECTIONS (as stipulated in DO 42, s. 2016) SHALL BE INCLUDED IN THE PLAN.**

4 Chief Education Supervisors, Division and District Supervisors, and School Heads are advised to monitor the daily lesson preparation of all teachers in this Division.

5 For guidance and compliance