



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM

ORD-2024-1074

TO : **SCHOOLS DIVISION SUPERINTENDENTS**

FROM : **JOCELYN DR ANDAYA**
Regional Director

SUBJECT : **SUBMISSION OF DIVISION INTERVENTION PLAN AND ASSESSMENT REPORTS**

DATE : **OCTOBER 16, 2024**

1. In reference to **RM No. 966, s. 2024**, which outlines the conduct of training for Schools Division Offices (SDOs) in Baguio City, all concerned SDOs are hereby directed to submit their **Division Intervention Plans** as part of their final output for the said training.
2. The Division Intervention Plan must address the identified learning gaps within each division and align with the key objectives and strategies discussed during the training. The plan should be signed by the Schools Division Superintendent and must include:
 - Assessment of current challenges and gaps
 - Strategic interventions to address these gaps
 - Expected outcomes and monitoring mechanisms
3. An intervention plan template is attached to this Memorandum to guide all SDOs in the preparation of their plans.
4. The signed Division Intervention Plan must be submitted no later than October 18, 2024, with the hard copy submitted to the Regional Office and the soft copy uploaded to the respective Google Drive folder provided to each division during the training.
5. In addition, the finalized assessment reports, including the Test of Fundamental Academic Skills (TOFAS), Rapid Math Assessment (RMA), Comprehensive Rapid Literacy Assessment (CRLA), and Philippine Informal Reading Inventory (Phil-IRI) for the 2023-2024 Beginning of School Year (BoSY), End of School Year (EoSY), and 2024-2025 Beginning of School Year (BoSY) assessments, must also be uploaded to the respective Google Drive folder not later than the submission deadline for the intervention plan.



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6. Immediate dissemination of this Memorandum is desired.

RIR/CLMD



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Intervention Plan Template

Workshop Activity: Development of Intervention Plan Based on Data Analysis

Objective:

The purpose of this activity is to enable participants to utilize their data analysis skills to create a comprehensive intervention plan aimed at addressing learning gaps or areas for improvement identified from the assessment data results. Participants will use the template provided to develop a structured and targeted intervention plan.

Instructions:

1. Review of Data Analysis Results:

- Begin by thoroughly reviewing the assessment data results consolidated and analyzed during the previous sessions.
- Identify key findings, trends, strengths, and areas for improvement based on the data provided.

2. Defining the Scope of the Intervention:

- Based on the data analysis, identify specific areas that require intervention.
- Clearly define the target learners, such as grade level, subject, or specific characteristics, and the learning gaps you aim to address.

3. Completion of the Intervention Plan Template:

- Use the provided Strategic Response Framework: Bridging Learning Gaps through Targeted Interventions template to structure your intervention plan.
- Each section of the template should be filled out with comprehensive details based on your understanding of the assessment data and the needs of the learners.



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4. Guidelines for Each Section:

- I. **Context and Rationale:** Summarize the purpose of the intervention and provide a rationale based on the data results.
- II. **Objectives:** Set SMART objectives that align with the data findings.
- III. **Analysis of Data:** Include key data insights to support your intervention decisions.
- IV. **Target SDOs:** Specify the SDO who will be the focus.
- V. **Intervention Strategies:** Outline specific, actionable strategies to be implemented.
- VI. **Timeline:** Provide a timeline with clear milestones for each intervention activity.
- VII. **Resources Required:** List all resources necessary for successful implementation.
- VIII. **Roles and Responsibilities:** Define roles for each member of the intervention team.
- IX. **Monitoring and Evaluation:** Describe how the intervention will be monitored and evaluated.
- X. **Expected Outcomes:** State the anticipated outcomes that align with your objectives.

5. Submission:

- o Each group will present their completed intervention plan at the end of the session.
- o Be prepared to explain your strategies and justify your decisions based on the data analysis.



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Strategic Response Framework: Bridging Learning Gaps through Targeted Interventions

Section	Description / Content
I. Context and Rationale	Provide an overview of the purpose of the intervention plan, summarizing the data analysis results that highlight the need for the intervention.
II. Objectives	State the main objectives of the intervention based on the analysis of assessment data. Objectives should address the identified learning gaps.
III. Analysis of Data	Include a detailed summary of the consolidated assessment data results, highlighting key findings, trends, and any learning gaps identified.
IV. Target SDOs	Identify the specific group of schools that will be the focus of the intervention. Mention characteristics such as school level, and educational needs.
V. Intervention Strategies	Outline specific strategies and activities that will be implemented to address the learning gaps. Include instructional methods, materials, and expected outcomes.
VI. Timeline	Provide a detailed timeline for the implementation of each intervention strategy, including milestones, checkpoints, and completion dates.
VII. Resources Required	List all resources necessary for the successful implementation of the intervention plan (e.g., human resources, materials, budget).
VIII. Roles and Responsibilities	Define roles and responsibilities for each member involved in the intervention to ensure clarity in implementation.
IX. Monitoring and Evaluation	Describe the monitoring and evaluation mechanisms used to track the effectiveness of the intervention strategies. Include tools and methods.
X. Expected Outcomes	State the expected outcomes of the intervention plan. These should align with the objectives and be measurable.



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