



Department of Education  
Region III  
**DIVISION OF ANGELES CITY**

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RELEASED

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DIVISION MEMORANDUM

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By \_\_\_\_\_  
DepED Angeles City  
Division of City Schools

**IMPLEMENTING GUIDELINES IN THE IMPLEMENTATION OF *PROJECT SPIRAL* (Special Instruction in *ARALing Panlipunan*): AN INNOVATIVE INTERVENTION**

TO: Heads of Public Elementary Schools  
Heads of Junior and Integrated Schools

1. In support to the effective implementation of the Time-on-Task Policy, ***Project SPIRAL: An Innovative Intervention*** will be implemented effective this School Year to address the lost contact time brought about by varying intervening factors such as but not limited to: suspension of classes due to typhoon and habagat, shifting of classes due to limited classrooms and on-going construction.
2. The objectives of the project are:
  - To provide technical assistance to Public Elementary and Junior and High School teachers in Araling Panlipunan in addressing issues on instructional time brought about by varying intervening factors such as class suspensions due to typhoons and heavy rains and shifting of classes among others; *and*
  - To provide technical assistance to Araling Panlipunan teachers in developing instructional materials and/or adopt the developed lesson exemplars and suggested activities during the implementation of the program with great consideration to the unique situation of the school.
3. In view of the foregoing, the following policy guidelines must be strictly adhered to during the implementation of the said program:
  - 3.1 Beginning this **School Year 2019-2020**, **PROJECT SPIRAL** as an innovative intervention must be implemented in Araling Panlipunan classes from Grade 1 to Junior High School in public schools in the Division of City Schools, Angeles City.

3.2 The Milestones of the program include:

**3.2.1 Milestone 1: Planning**

- 3.2.1.1 Araling Panlipunan teachers through a LAC Session will identify factors that affect the attainment of the instructional delivery as required in the Curriculum Guide;
- 3.2.1.2 Identify the least learned and unaccomplished competencies in every quarter; and
- 3.2.1.3 Plan for the implementation of the intervention/remediation activities by identifying the type of modalities (*intervention after the suspension of classes or intervention to be conducted before the end of the quarter*), target beneficiaries, methodologies and intervention materials including assessment tools.


**3.2.2 Milestone 2: Implementation**

- 3.2.2.1 Implement the Intervention Program per grade level by type of modalities, beneficiaries, methodologies, intervention materials and assessment tools; and
- 3.2.2.2 Develop intervention materials following the suggested format for Special Instruction or utilize the ready-made materials which can be accessed through the link:  
[https://drive.google.com/open?id=1uR9y1mJv06d6qDN\\_nG6OzDIZxMMZkQK6](https://drive.google.com/open?id=1uR9y1mJv06d6qDN_nG6OzDIZxMMZkQK6)

**3.2.3 Milestone 3: Evaluation**

- 3.2.3.1 Monitor and evaluate the implementation of the intervention program using a valid assessment tool as to the result relative to the attainment of required competencies as evidenced in their improved MPS.

- 4. School heads and Araling Panlipunan Coordinators are advised to monitor the conduct of the intervention program.
- 5. Quarterly Accomplishment report must be submitted to Mr. Ramil D. Dacanay, EPSvr 1 – AP, a week after the implementation of the project.
- 6. Sample activities matrix by grade level and lesson exemplars can be accessed through the link: [https://drive.google.com/open?id=1uR9y1mJv06d6qDN\\_nG6OzDIZxMMZkQK6](https://drive.google.com/open?id=1uR9y1mJv06d6qDN_nG6OzDIZxMMZkQK6) for your reference.
- 7. Wide dissemination of this Memorandum is desired.

  
**LOURDES G. DE LA CRUZ, Ph.D.**  
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Officer-in-Charge