



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

No.451 s. 2025

July 16, 2025

REITERATING THE TIMELINE ON THE IMPLEMENTATION OF PROJECT SHARE

(Selecting, Harvesting, Acknowledging, and Rewarding Excellent Varied Instructional Learning Resources)

TO: ASDS
Chiefs CID and SGOD
Education Program Supervisors
Public Schools District Supervisors / OIC PSDS
Elementary and Secondary School Heads, Public and Private
All Others Concerned

1. This is to reiterate the implementation of **Project SHARE**, where an orientation workshop was conducted last June 7-9, 2025, under DM 369, s. 2025, where some districts failed to send their participant writers and evaluators.
2. **Those participants who fail to attend are required to coordinate with the other districts assigned in the same subject area regarding processes, standards, and tools.**
3. Enclosed is the Timeline for Project SHARE for everyone involved to keep track of the dates of the activities and submission of outputs, as well as the people responsible for each activity.
4. School-level QA teams led by the Public Schools District Supervisors are expected to submit the expected output on every activity under the School Level phase as indicated in the timeline.
5. Education Program Supervisors of the different subject areas are required to identify 2 Master teachers and 8 School Heads to compose the Division Project SHARE QA team. The names of these selected personnel will be released in another memorandum.
6. If there is a need for writers and QA members to convene in one venue for effective implementation of each activity, expenses incurred, such as travel and food, shall be charged against school MOOE, subject to the usual accounting and auditing rules and regulations. It must be ensured that classes are not compromised.
7. This memorandum serves as **TRAVEL AUTHORITY**.
8. Immediate and wide dissemination of this memorandum is directed.


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OIC - Schools Division Superintendent



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Timeline of Project SHARE

Phase	Significant Activities	Key Person in-Charge	Timeline (Days Covered)	Expected Output
Preliminary	Field consultations and presentation of Project SHARE as a core process within the CLMD Contextualized Curriculum Framework	DepEd Regional Office (CLMD)	March 2025 (1 day)	Project SHARE integrated into CLMD Framework
	Finalization and Issuance of Regional Memorandum for dissemination	Regional Director	April 2025 (3 days)	Formalized dissemination of Project SHARE
	Training sessions for SDO focal persons, learning area supervisors, and school heads	Regional and Division CLMD Team	May 2025 (5 Days)	Trained SDO focal persons and school heads
	Selection of schools, high-performing teachers and QA Team for instructional plan (iPlan) development	School Heads, SDO Supervisors	June 2025 (7 days)	Identified teachers for iPlan development
School Level	Development of iPlans by high-performing teachers	Assigned Teachers	July 3-15, 2025 (12 days)	Initial draft of iPlans (Version .01)
	Quality assurance by school-level QA team	QA Team (Master Teachers, School Head, PSDS)	July 16-31, 2025 (15 days)	Accomplished iPEC
	Field testing of iPlans by teachers and learners	Assigned Teachers	August 1-15, 2025 (15 days)	Feedback and recommendations for improvement
	Final review and revision of iPlans based on field test results	iPlan Writers, QA Team	August 18-22, 2025 (5 days)	Revised iPlans (Version .02)
Division Level	Submission of iPlans (Version .02) to SDO for division-level QA	School Heads	August 26-27, 2025 (2 days)	iPlans endorsed to SDO
	Division-level quality assurance by SDO QA Team	Learning Area Supervisors, Division QA Team	AUGUST 28, 2025-September 24, 2025 (20 days)	Accomplished iPEC
	Review and revision of iPlans	iPlan Writers, QA Team	September 25, 2025-	Revised iPlans (Version .03)

			October 8, 2025 (10 days)	
	Endorsement of iPlans (Version .03) to Regional Office	Learning Area Supervisors	October 9-10, 2025 (2 days)	Endorsed iPlans for regional review
Regional	Regional-level quality assurance by Regional QA Team	CLMD Learning Area Supervisors, SDO Supervisors	October 2025 (15 days)	Final set of iPlans with regional QA approval
	Review and revision of iPlans	iPlan Writers, QA Team	October-November 2025 (10 days)	Revised iPlans (Version .03)
	Submission of finalized iPlans (Version 1.0) to DepEd RO7 repository	Regional Learning Area Supervisors	November 2025 (5 days)	Region-approved iPlans uploaded to the repository
	Issuance of Specialty Clearance for all approved iPlans	Regional CLMD Team	November 2025 (5 days)	Specialty clearance granted to iPlans
	Selection of Best iPlans	Regional CLMD Team	December 2025 (10 days)	List of awardees
	Recognition of iPlan contributors through iPOWER Awards	DepEd RO7	December 2025 (1 day)	iPOWER Award winners recognized