



Republic of the Philippines
Department of Education
REGION XIII – CARAGA
SCHOOLS DIVISION OFFICE OF SURIGAO CITY



July 2, 2020

DIVISION MEMORANDUM

No. 124 , s. 2020

TO: **Assistant Schools Division Superintendent**
Chiefs, SGOD and CID
Education Program Supervisors
Public Schools District Supervisors/District In-Charge
Elementary and Secondary School Principals/School Heads
This Division

SUGGESTED WORK FROM HOME ACTIVITIES OF TEACHERS AND SCHOOL HEADS

1. Per Regional Memorandum Nos. 254 and 265, s. 2020 re Alternative Work Arrangement for DepEd Office in Caraga and per recommendation from the RO CLMD Chief and CID Chiefs of the 12 SDOs during the Regional Teleconferencing in Curriculum to prepare for the New Normal opening of classes and to maximize the leaders' time in working at home, the following suggested activities of Kindergarten to Grade 12 teachers and School Heads are hereby encouraged , to wit:
 - a. Downloading and printing of the Most Essential Learning Competencies (MELCs) found in DepEd Order No. 12, series 2020 at www.deped.gov.ph chargeable to school MOOE and other local funds;
 - b. Crafting of the Weekly Learning Activity Plan of the assigned subject taught (see attached suggested template in Enclosure 1) for the first three (3) weeks of opening of classes (August 24-September 4) whose competencies should strictly be within the frame of MELCs;
 - c. Crafting of Weekly Learning Activity Sheets for Kindergarten to Grade 12 Learners (see attached suggested template in Enclosure 2) for the first three weeks; and
 - d. Making/preparing instructional materials, learning resources, rubrics, and others related to the plan and activity sheets of learners.
2. The Learning Plan is a tool that operationalizes the implementation of learning modality/modalities in school while the Learning Activity Sheets serve as guide for learners as well as parents/learning facilitators on what they are expected to accomplish within the specified time.
3. The Weekly Learning Activity Plan of Teachers and Weekly Learning Activity Sheets for Learners can be modified or revised depending on the modalities and how he/she will implement the plan and activity sheets.
4. The crafting of Weekly Learning Activity Plan for teachers is a Plan B option in case the developed Alternative Delivery Mode (ADM) Modules are not yet finally quali-assured by DepEd Central Office might have delays in reproduction due to time constraints. By this, teachers should not print yet their crafted plan, but wait for the signal from the SDO. This is for teachers' consumption only while waiting for the Central Office's final printed ADM Modules.

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5. Master Teachers and School Heads shall provide Technical Assistance and initially review and validate the plan of the teachers via online.
6. Education Program Supervisors shall continue working on the quali-assurance of the assigned Modules from CLMD. Hence, if teachers and School Heads need their Technical Assistance in the crafting of the said plan, they can be reached through mobile phones and other modes of online communication.
7. PSDSs and School Heads shall monitor the work progress of the teachers in this productive work from home tasks and submit report to the Division Office through the Curriculum and Implementation Division.
8. Immediate dissemination of this Division Memorandum to all concerned is highly appreciated.


KAREN L. GALANIDA, PhD, CESO VI
Schools Division Superintendent

Reference: DepEd Order No. 012, s. 2020, Regional Memorandum Nos. 254, 262 & 265, s. 2020
To be indicated in the PERPETUAL INDEX under the following subjects:

ACTIVITY SHEETS COVID-19 GUIDELINES PLANS WORK ARRANGEMENT



Enclosure 1 – Suggested Weekly Learning Activity Plan

WEEKLY LEARNING ACTIVITY PLAN

LEARNING AREA:
 QUARTER:
 MONTH:

LEARNING AREA	MOST ESSENTIAL LEARNING COMPETENCY (MELCs)	CODE	WEEK COVERED	TITLE OF ACTIVITY	PROCEDURE	TYPE OF LEARNING RESOURCE (if applicable)
(This is where you write the subject area)	(This is where you write/encode the competency from the MELC. If you think the competency is too broad for your learners, you need to sub-task or unpack the competency)	(This is where you write the Competency Code)	(Here, you need to specify the week in which this lesson should be tackled by learners)	(The title of the activity should be consistent to the competency)	1. If the activity is taken from the LM or textbook in which the learners have in their position, the teacher will cite the name of the book and the page where the activity can be seen. In lower elementary, the teacher will provide a simple note to the parent/guardian on how to do the activity. In higher elementary or in secondary, no note to the parents/guardians. 2. If teacher-made activity, the procedure/directions should be written in the attached activity sheets	(Answers here can be any or a combination but not limited to the following: Text, Video, images (graphics, charts, tables and photos) audio, animation, quizzes, games, multimedia in a combination of format which may be interactive

Enclosure 2 – Suggested Weekly Learning Activity Sheet for Learners

WEEKLY LEARNING ACTIVITY SHEET

LEARNING AREA: _____

QUARTER: _____

MELC: _____

CODE: _____

MONTH: _____

WEEK COVERED (pls specify the dates) : _____

TITLE OF THE ACTIVITY: _____

OBJECTIVE/S: _____

MATERIALS (preferably localized and available at home)
(students need not to buy the materials)

PROCEDURE: (direct and concise)

GUIDE QUESTIONS AND RUBRICS:

CONCEPTS LEARNED:

REFERENCES: