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

DEP-ED. S.C. DIV.
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August 17, 2020

DIVISION MEMORANDUM
NO. 145 s. 2020

CONDUCT OF ONSITE MONITORING VISITS TO PRIVATE SCHOOLS AS READINESS ASSESSMENT ON THE CHOSEN LEARNING DELIVERY MODALITY/IES FOR SY 2020-2021

TO: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief , Schools Governance & Operation Division
Private School Coordinator, Kindergarten & Elementary
Private School Coordinator, Senior High School
Public Schools District Supervisors
Private School Administrators
Division Review and Evaluation Committee (DREC)
This Division

1. Deped Order No. 013, s. 2020 entitled **READINESS ASSESSMENT CHECKLIST FOR LEARNING DELIVERY MODALITIES IN THE LEARNING CONTINUITY PLAN OF PRIVATE SCHOOLS** explicitly enumerated the minimum requirements and standards needed for each learning modality that private schools are planning to adapt for SY 2020-2021.

2. To ensure that private schools undertake adequate preparations for the chosen learning delivery, this Division will conduct an onsite monitoring visits to evaluate the school's preparedness and readiness. Validation of the submitted documents will also be done during the visit.

3. Private schools to be visited should prepare the school's health compliance protocols, documents and MOVs of their chosen modalities. Documents that are not included in the checklist should not be presented anymore to fast track the evaluation process except when necessary.

4. The onsite monitoring visits shall be done simultaneously in three (3) groups. Please refer to Enclosure 1 for the groupings of the Division Monitors as well as the list of schools to visits. The said monitoring visits will be conducted on **August 18 – 20, 2020 from 8:00 AM to 5:00 PM.**

5. All private schools in the mainland will be visited by the assigned Division Monitors on the date and time indicated in Enclosure 1. **Jesus Cabarrus Catholic School**, being the only private school in the Division that is located in an island barangay – Barangay Nonoc in particular, will be visited and evaluated by a representative of the Division Inspectorate Team in the person of **Mr. Rey G. Quiño, HT – I of Nonoc National High School.**

6. The Public Schools District Supervisors of the districts where the private schools belong are requested to coordinate and facilitate the said monitoring visit with the administrators of the private schools.

7. The main tool to be used in assessing each private school is the **Readiness Checklists provided in DO no. 013,s. 2020** (refer to Enclosure 2). Copies of these checklists will be provided by the School Management, Monitoring and Evaluation (SMME) personnel of the Schools Governance and Operations Division (SGOD), the focal section of this endeavour.

8. Health protocols as mandated by DOH must be observed to ensure the safety of each monitor. Thus, wearing of face masks and face shields are required during the entire duration of the activity. To lessen exposure to possible carriers of the virus, a maximum of thirty (30) minutes is allotted for small schools and one (1) hour for big schools.

9. Immediate and wide dissemination of this memorandum to all concerned is highly desired.

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

Encl.: As stated

Reference : DepEd Order(No.013, 2020)

To be indicated in the Perpetual Index under the following subjects:

PRIVATE SCHOOLS REQUIREMENTS LEARNING CONTINUITY PLAN POLICY SCHEDULE OF ONSITE MONITORING SY 2020 - 2021

Address: M. Ortiz St., Brgy. Washington, Surigao City
Telephone No.: (086) 826-3075
Email: surigao.city@deped.gov.ph

Enclosure No. 1 to DM No. 145, s. 2020

GROUPINGS OF DIVISION ONSITE MONITORS AND SCHEDULE OF VISITS

Date	TIME	Group A Dr. Carlo P. Tantoy Jennifer R. Jovita Paul P. Ajos Jemberto G. Namuag	Group B Chief Elizabeth S. Larase Dr. Marilytte N. Ensomo Medeline L. Busio Irene G. Balaba	Group C Dr. Noemi D. Lim Dr. Lea S. Sarvida Ana Nijin S. Namuag Dr. Famela Felicio
August 18, 2020 Tuesday		District 7 (PSDS : Dr. Sammy D. Altres)	District 8 (PSDS : Zosimo H. Lopez, Jr.)	District 3 (PSDS : Claire Elise V. Ortega)
	8:00 AM – 9:00 AM	Preparation and Travel Time		
	9:00 AM - 10:00 AM	Saint Paul University Surigao	STI College	Sabang SVD Mission School
	10:00 AM – 11:00 AM	In-Transit		Sta. Isabel Academe
	11:00 AM – 12:00 NN	Jesus Cares Foundational Learning Academy	Children of the King's Haven	Surigao Great Shepherd School
	12:00 NN – 1:00 PM	LUNCH BREAK		
		District 9 (PSDS : Dr. Thelma T. Tolentino)	District 10 (PSDS : Alejandro O. Ignalig)	District 4 (PSDS : Atty. Salvador V. Acedilla)
	1:00 PM – 1:30 PM	In-transit		
	1:30 PM – 2:30 PM	Fun to Learn Kinder Center	Fruitful Harvest Christian Academy	Sun Yat Sen Elementary School
	2:30 PM - 3:00 PM	In-transit		
	3:00 PM – 4:00 PM	Fun to Learn- Christian Faith Academy	Surigao Education Center	Surigao Gracious Learning Academy
	4:00 PM – 5:00 PM	Back to Division Office/ Post Evaluation Conference		Surigao City Adventist Learning Center
August 19, 2020 Wednesday		District 6 (PSDS : Dr. Angeline R. Villasor)	District 2 (PSDS : Dr. Inday Robbie A. Cubillan)	District 1 (PSDS : Marcelino L. Borja)
	8:00 AM – 9:00 AM	Preparation and Travel Time		
	9:00 AM - 10:00 AM	Ipil Gifted Children's Academy, Inc.	Christian Kiddie Star Academy	St. Jude Thaddeus Institute of Technology
	10:00 AM – 11:00 AM	In-Transit	Surigao Heritage Kiddie School	In- Transit
	11:00 AM – 12:00 NN	Hope and Life Education Center	UCCP Surigao Christian Learning Institution	Hilltop Bible Baptist Learning Center
	12:00 NN – 1:00 PM	LUNCH BREAK		
			Back to Division Office/ Post Evaluation Conference	
	1:00 PM – 1:30 PM	In- Transit		In- Transit
	1:30 PM – 2:30 PM	Fourth Watch Maranatha		Conference Children's Education Center
	2:30 PM - 3:00 PM	In - Transit		Back to Division Office/ Post Evaluation Conference
	3:00 PM – 4:00 PM	District 5 (PSDS : Dr. Vonn B. Fabello) North Eastern Mindanao Colleges		
	4:00 PM – 5:00 PM	Back to Division Office/ Post Evaluation Conference		
August 20, 2020 Thursday		Onsite Monitor (in behalf of the Division Inspectorate Team): MR. REY A. QUIÑO HT- I, Nonoc NHS		
	8:00 A.M. - 11:00 A.M.	Jesus Cabarrus Catholic School		

Republic of the Philippines
Department of Education
CARAGA REGION

Enclosure No. 2 to DM No. 147, s. 2020

EVALUATION SHEET FOR ONLINE DISTANCE LEARNING (ODL)/BLENDED LEARNING (F2F and ODL)

School Name:	
Address:	Email Address:
Division:	Date Applied:
School Head:	Cellphone Number:

Learning Options	Definitions
Online Distance Learning (ODL)	It features the teacher facilitating learning and engaging learners' active participation using various technologies accessed through the internet while they are geographically remote from each other during instruction.
Blended Learning	This refers to a learning modality that allows for a combination of face to face and online distance learning (ODL), face-to-face and modular distance learning (MDL), face-to-face and TV/Radio-based Instruction (RBI), and face-to-face learning and a combination with two or more types of distance learning.
Face to Face (F2F)	This refers to a learning delivery modality where the students and the teacher are both physically present in the classroom, and there are opportunities for active engagement, immediate feedback, and socio-emotional development of learners.

No.	Area of Readiness	Documents	MOVs		Narrative
			With	W/out	
1	Governance	Schools Omnibus Certificate of Compliance to the minimum requirements set by DepEd for Online Distance Learning.			
2	Platform and Support	Certification from the private school that it has IT infrastructure with technology support for the following:			
		2.1 Internet service provider and its bandwidth;			
		2.2 Web hosting service provider;			
		2.3 Technical support for learners and other users (parents, guardians) and			
		2.4 Its own Learning Management System or outsourced online system to support the learning modality			
		2.4.a locally developed			
		2.4.b subscription based			
		2.4.c technical expertise to run and support the educational platform 24/7.			
		2.4.d school has email facility or domain name for all teachers and users (inhouse or outsourced)			
		2.4.e school has helpdesk personnel working under the platform managers whose main task is to answer usage queries of both teachers and students			
3		Disclosure of essential e-learning applications (either outsourced or locally developed) such			

	Platform and Support	as:			
		3.1 MS Office 365			
		3.2 Moodle			
		3.3 Google Suite for Education			
		3.4 Google Classroom			
		3.5 Edmodo			
		3.6 Schoology			
		3.7 Web-Enhanced Learning Activities			
		3.8 LR Portals			
		3.9 Deped Commons			
		4.0 Others, pls. specify _____			
		4.1 Free access and observance of intellectual property rights to some of the educational sites/open educational resources of any of the ff: BrainPop — Free School Curiosity Stream — Geography Focus Tynker — TheBrainScoop Outschool — Kids Learning Tubes Udemy — Geek Gurl iReady — Mike Likes Science Beast Academy (Math) — SciSchow Kids Khan Academy — National Geographic Creative Bug — Science Max Discovery Education — Soul Pancake Youtube Channels — Online Board Games Crash Course Kids — e-library (kindle) Science Channel			
4	Platform and Support	Statement of undertakings signed by the school head/administrator that courseware for each learning area in different grade levels are available and ready for the school year.			
5	Platform and Support	Statement that ensures accessibility of e-learning platforms for users (admin, teacher, learners, parents)			
6	Content	Detailed discussion on curricula implementation, including that it complies with the minimum requirement of DepEd in terms of:			
		6.1 Learning Competencies of the learning area in different grade levels			
		6.2 Weekly Class Program showing the time allotment from Kindergarten and Grades 1 to 12			
		6.3 Promotion and Retention Policy			
	Assessment	6.4 Proper assessments (e.g. quiz, exams) available in the platform which is regularly reviewed and updated			
	Teacher	6.5 Teachers have access to device/s and connectivity at the school			

	Learners	6.6 Learners have access to the necessary resources (device, connectivity) to access the lessons			
	Content	6.7 School has complete and appropriate content for Quarter 1 in the platform			
7	Teacher	Certification that the school has a teacher Professional Development/Training Plan to adequately prepare teachers, and other relevant personnel for the implementation of online distance learning.			
		7.1 Copy of the Professional Development/Training Plan			
		7.2 Certificate of trainings/seminars attended on online distance learning			
		7.3 Orients the teachers about the online learning policies and directions to ensure that everyone is properly informed and guided.			
8	Parents	Certification of the existence of an Orientation-Training Plan for parents for the implementation of online distance learning			
		8.1 Copy of the Orientation-Training Plan for Parents			
		8.2 Orients the parents about the online learning policies and directions to ensure that everyone is properly informed and guided.			
		8.3 Expressed willingness for the option of online distance learning for their children.			
		8.4 Willing to co-supervise and co-monitor the progress of their children's online learning.			
9	Governance	Scanned copy of the Government Permit to Operate (GPTO) or Government Recognition (GR)			
10	Governance	Statement of Undertaking that tuition and other fees are properly consulted with the parents			

Notes:

a. Please indicate N/A if not applicable.
b. Kindly submit all the lacking documents on or before:_____.
c. Documents to be submitted must be in two (2) sets, placed in separate folders.
d. To facilitate evaluation, please do not include other documents not listed above.

EVALUATION:

☐ COMPLETE WITH ALL THE REQUIREMENTS

☐ NOT COMPLETED WITH ALL REQUIREMENTS

SUMMARY OF FINDINGS:

RECOMMENDATIONS:

The documentary requirements are evaluated by:

☐ **Division Review and Evaluation Committee (DREC)**

☐ **Regional Review and Evaluation Committee (RREC)**

Evaluated by:

Signature over Printed Name	Signature over Printed Name
Signature over Printed Name	Signature over Printed Name

Noted by:

Chief, _____

Approved by:

Schools Division Superintendent

EVALUATION SHEET FOR TV/RADIO-BASED INSTRUCTION/BLENDED LEARNING
(F2F and TV-RBI)

School Name:	
Address:	Email Address:
Division:	Date Applied:
School Head:	Cellphone Number:

Learning Options	Definitions
Radio-Based Instruction	Utilizes local community and other modes of broadcast, the core learning modules are transformed into radio scripts, which were produced for public broadcast.
TV-Based Instruction	Informal or unstructured way of learning from TV episodes/shows that are informative and are based in the curriculum competencies.
Blended Learning	This refers to a learning modality that allows for a combination of face-to-face and online distance learning (ODL), face-to-face, and modular distance learning (MDL), face-to-face, and TV/Radio-based Instruction (RBI), and face-to-face learning and a combination with two or more types of distance learning.
Face to Face (F2F)	This refers to a learning delivery modality where the students and the teacher are both physically present in the classroom, and there are opportunities for active engagement, immediate feedback, and socio-emotional development of learners.

No.	Area of Readiness	Documents	MOVs		Narrative
			With	Without	
1	Governance	Schools Omnibus Certificate of Compliance to the minimum requirements set by DepEd for TV/Radio-Based Instruction as contained in the checklist above.			
2	Governance	Copy of the MOA/MOU between private school and the television network and/or radio station for the needed airtime/slot.			
3	Platform and Support	Statement of undertakings signed by the school head/administrator that video-taped/radio-based learning materials for each learning area in different grade levels are available and ready for the school year, as well as print e-copy or courseware, whichever is applicable to complement TV/Radio-Based Instruction.			
		3.1 Learning Modules/Self-Learning Modules in video-format and radio-based lesson format/radio-based lesson format /radio script as well as in print/e-copy for Quarter 1.			
		3.2 Has available reference/supplementary materials for distribution to learners.			
4	Content	Detailed discussion on curricula implementation, including a statement that it complies with the minimum requirement of DepEd in terms of:			
		4.1 Learning Competencies of the learning area in different grade levels			

		4.2 Weekly Class Program showing the time allotment from Kindergarten and Grades 1 to 12			
		4.3 Promotion and Retention Policy			
5	Teacher	Certification that the school has a Teacher Professional Development/Training Plan to adequately prepare teachers, and other relevant personnel for the implementation of TV/Radio-Based Instruction.			
		5.1 Copy of the Professional Development/Training Plan.			
		5.2 Certificate of trainings/seminars attended on TV/Radio-Based Instruction.			
		5.3 Orients the teachers about the TV/Radio-Based Instruction policies and directions to ensure that everyone is properly informed and guided.			
6	Parents	Certification of the existence of an Orientation-Training Plan for parents for the implementation of TV/Radio-Based Instruction.			
		6.1 Copy of the Orientation-Training Plan for Parents.			
		6.2 Orients the parents about the TV/Radio-Based Instruction policies and directions to ensure that everyone is properly informed and guided.			
		6.3 Expressed willingness for the option of TV/Radio-Based Instruction for their children			
		6.4 Willing to co-supervise and co-monitor the progress of their children's learning as well as provide guidance to their children.			
7	Governance	Scanned copy of the Government Permit to Operate (GPTO) or Government Recognition (GR)			
8	Governance	Statement of Undertaking that tuition and other fees are properly consulted with the parents			

Notes:

a. Please indicate N/A if not applicable.
b. Kindly submit all the lacking documents on or before:_____.
c. Documents to be submitted must be in two (2) sets, placed in separate folders.
d. To facilitate evaluation, please do not include other documents not listed above.

EVALUATION:

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☐ NOT COMPLETED WITH ALL REQUIREMENTS

SUMMARY OF FINDINGS:

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☐ **Regional Review and Evaluation Committee (RREC)**

Evaluated by:

Signature over Printed Name

Signature over Printed Name

Signature over Printed Name

Signature over Printed Name

Noted by:

Chief, _____

Approved by:

Schools Division Superintendent

EVALUATION SHEET FOR MODULAR DISTANCE LEARNING (MDL)/BLENDED LEARNING (F2F and MDL)

School Name:	
Address:	Email Address:
Division:	Date Applied:
School Head:	Cellphone Number:

Learning Options	Definitions
Modular Distance Learning (MDL)	Involves individualized instruction that allows learners to use self-learning modules (SLMs) in print or digital format/electronic copy, whichever is applicable in the context of the learner, and other learning resources like Learner's Materials, textbooks, activity sheets, study guides and other study materials.
Blended Learning	This refers to a learning modality that allows for a combination of face-to-face and online distance learning (ODL), face-to-face and modular distance learning (MDL), face-to-face and TV/Radio-based Instruction (RBI), and face-to-face learning and a combination with two or more types of distance learning.
Face to Face (F2F)	This refers to a learning delivery modality where the students and the teacher are both physically present in the classroom, and there are opportunities for active engagement, immediate feedback, and socio-emotional development of learners.

No.	Area of Readiness	Documents	MOVs		Narrative
			With	Without	
1	Governance	Schools Omnibus Certificate of Compliance to the minimum requirements set by DepEd for Modular Distance Learning.			
2	Platform and Support	Statement of undertakings signed by the school head/administrator that learning materials in print/e-copy or courseware (for those with computers only) for each learning area in different grade levels are available and ready for the school year.			
		2.1 Use of learning resource materials/modules in multimedia (slides, video, and audio files)			
		2.2 Digital packets (learning materials)			
		2.3 Use e-learning materials such as CDs, DVDs, USB storage, and offline e-books			
		2.4 Use of computer-based e learning materials			
3	Governance	Statement of Undertaking that tuition and other fees are properly consulted with the parents			
4	Content	Detailed discussion on curricula implementation, including a statement that it complies with the minimum requirement of DepEd in terms of:			
		4.1 Learning Competencies of the learning area in different grade levels			
		4.2 Weekly Class Program showing the time allotment from Kindergarten and Grades 1 to 12			

		4.3 Promotion and Retention Policy			
		4.4 Complete and appropriate content (Learning Modules/Self-Learning Modules in print and e-copy) for Quarter 1 available for distribution across grade levels			
		4.5 Available reference/supplementary materials for distribution to the learners			
5	Teacher	Certification that the school has a Teacher Professional Development/Training Plan to adequately prepare teachers, and other relevant personnel for the implementation of modular distance learning.			
		5.1 Copy of the Professional Development/Training Plan			
		5.2 Certificate of trainings/seminars attended on modular distance learning			
		5.3 Orients the teachers about the Modular learning policies and directions to ensure that everyone is properly informed and guided.			
6	Parents	Certification of the existence of an Orientation-Training Plan for parents for the implementation of online distance learning.			
		6.1 Copy of the Orientation-Training Plan for Parents.			
		6.2 Expressed willingness for the option of modular distance learning for their children.			
		6.3 Willing to co-supervise and co-monitor the progress of their children's modular distance learning.			
		6.4 Orients the parents about the Modular learning policies and directions to ensure that everyone is properly informed and guided.			
7	Governance	Scanned copy of the Government Permit to Operate (GPTO) or Government Recognition (GR)			

Notes:

a. Please indicate N/A if not applicable.
b. Kindly submit all the lacking documents on or before:_____.
c. Documents to be submitted must be in two (2) sets, placed in separate folders.
d. To facilitate evaluation, please do not include other documents not listed above.

EVALUATION:

☐ COMPLETE WITH ALL THE REQUIREMENTS

☐ NOT COMPLETED WITH ALL REQUIREMENTS

SUMMARY OF FINDINGS:

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_____

RECOMMENDATIONS:

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The documentary requirements are evaluated by:

☐ **Division Review and Evaluation Committee (DREC)**

☐ **Regional Review and Evaluation Committee (RREC)**

Evaluated by:

_____
Signature over Printed Name

_____
Signature over Printed Name

_____
Signature over Printed Name

_____
Signature over Printed Name

Noted by:

_____
Chief, _____

Approved by:

_____
Schools Division Superintendent