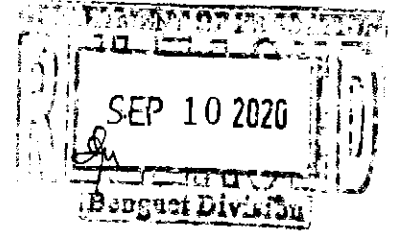


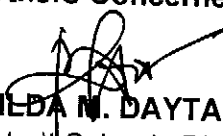


Republic of the Philippines
Department of Education
Schools Division of Benguet

DIVISION MEMORANDUM
No. 188 s. 2020



TO: Chief ES, CID and SGOD
All EPSs, PSDSs and District CPs
Public Elementary and Secondary School Heads
All Others Concerned

FROM: 
BENILDA M. DAYTACA, EdD, CESO VI
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

SUBJECT: SY 2020-2021 OPLAN BALIK ESKWELA SCHOOLS DIVISION
MONITORING

DATE: September 4, 2020

1. Regional Memorandum No. 257 s. 2020 issues guidelines in the conduct of monitoring and evaluation of Oplan Balik Eskwela for SY 2020-2021 before, during and after opening of classes.
2. The approved theme for the joint 2020 BE and OBE shall be "Pagpapanatili ng Bayanihan Tungo sa Kalidad na Edukasyon para sa Kabataan" with the slogan "Bayanihan sa Paaralan". With the aim of promoting sustainable and safe-living, the slogan highlights the application of knowledge and convergence of efforts to address the required health standards and social issues at home, in school, and in community in the context of COVID-19.
3. To ensure readiness of schools and stakeholders for the coming school year, the following monitoring teams are organized:

DISTRICT	CHAIRPERSON	MEMBERS
Atok	Aladin M. Dobinto	Nerissa Barbosa, Dr. Abraham Ulep
Bakun	Virginia B. Salio-an	Cesar Luma-ang, May Claire Jimenez
Bokod	Herminia M. Osting	Corazon Quipot, Arvin Doman
Buguias	Melchor C. Tican	Stephen Bulalin, Gemma Basatan
Itogon I	Joseph A. Paopaco	Xylene Grail Kinomis, Joven Agtani
Itogon II	William D. Abance	Lucio Alawas, Kenneth Kelcho
Kabayan	Simon T. Backian	Jeanette Kiong, Kenneth Kelcho
Kapangan	Molly Ablaza	Cesar Luma-ang, Stephen Bulalin
Kibungan	Jonathan G. Sadey	Virginia Basatan, Dr. Mary Grace Matias



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Republic of the Philippines

Department of Education

Schools Division of Benguet

La Trinidad	Rosita T. Dayag	Virginia Basatan, Rosellie Wagus
Mankayan	Ludinia S. Sano-an	Delia Bandao, Joven Agtani
Sablan	Marcelino S. Baldo	Delia Bandao, May Claire Jimenez
Tuba	Delarosa v. Delmas	Virginia Basatan, Dr. Joane Bumanghat
Tublay	Ambrosio T. Atew	Cesar Luma-ang, Dr. Marcelino Samonte

- Attached is the Contextualized Oplan Balik Eskwela Monitoring Tool and members of the teams may use monitoring strategies such as field/ on-site monitoring, online, FGD/ F2F and others observing health protocols.
- Results of the monitoring shall be prepared per district and to be consolidated by the SDO-SGOD based on the following schedules:

MONITORING STAGE	TOOL	DURATION OF CONDUCT	SUBMISSION & CONSOLIDATION
Initial/ Pre-School Opening	Enclosure 1, stage 1 to 2	August 24 to Sept.11	September 14
Class Opening	Enclosure 1, stage 1 to 4	Sept.28 to Oct. 9	October 9
Post Class Opening	Enclosure 1, stage 1 to 5	Oct. 12 to 16	October 16

- Immediate and wide dissemination of this memo is desired.



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CONTEXTUALIZED DIVISION OPLAN BALIK ESKWELA MONITORING FORM

I. BASIC INFORMATION	
Name of School	School ID:
Name of School Head:	Number of Teachers:
Type of School:	Please check: <input type="checkbox"/> Private <input type="checkbox"/> Elementary <input type="checkbox"/> Secondary <input type="checkbox"/> Public <input type="checkbox"/> Elementary <input type="checkbox"/> Secondary (SHS only) <input type="checkbox"/> Integrated <input type="checkbox"/> ALS CLC <input type="checkbox"/> Secondary (JHS only) <input type="checkbox"/> Secondary (JHS and SHS) <input type="checkbox"/> Multigrade <input type="checkbox"/> SPED Center <input type="checkbox"/> Elementary/ Secondary with ALS
Date of Monitoring	
Monitoring Strategy	Please Check <input type="checkbox"/> Field Monitoring/ On-site Monitoring <input type="checkbox"/> Online Monitoring <input type="checkbox"/> Focus Group Discussion (Please check: _____ face to face _____online) <input type="checkbox"/> Others (please specify): _____

II. SIGNIFICANT DATA

A. ACTUAL ENROLMENT (AS TO DATE)

Grade/ Level	Number of Learners	Grade/ Level	Number of Learners	Grade/ Level	Number of Learners
Kindergarten		Grade 7		Grade 11	
Grade 1		Grade 8		Grade 12	
Grade 2		Grade 9			
Grade 3		Grade 10			
Grade 4					
Grade 5					
Grade 6					
TOTAL		TOTAL		TOTAL	

B. ON DISTANCE LEARNING MODALITIES

Grade Level	Number of Learners using the chosen modality/ies				
	MODULAR	RBI	TVI	Online	Blended (combination MODULES, RBI, TVI, Online)
Kindergarten					
Grade 1					
Grade 2					
Grade 3					
Grade 4					
Grade 5					
Grade 6					
Grade 7					
Grade 8					
Grade 9					
Grade 10					
Grade 11					
Grade 12					
TOTAL					

C. AVAILABILITY OF LEARNING RESOURCES PROVIDED TO LEARNERS

Grade Level	SELF-LEARNING MODULES (printed)	SLMs in INTERACTIVE DIGITAL FORMAT	INCLUSIVE E-BOOK	VIDEO-TAPED LESSONS	AUDIO-TAPED LESSONS
Kindergarten					
Grade 1					
Grade 2					
Grade 3					
Grade 4					
Grade 5					
Grade 6					
Grade 7					
Grade 8					
Grade 9					
Grade 10					
Grade 11					
Grade 12					
TOTAL					

III. READINESS ASSESSMENT FOR THE DISTANCE LEARNING DELIVERY MODALITY							
Flow of Home-Based Learning through DLD	Time Frame/Frequency of Monitoring	Areas to Monitor	SDO Monitoring Team Remarks/Observations	Readiness Level (for RO only)			
				Advanced (76 to 100 % compliance)	Progressing (51 to 75% compliance)	Catching Up (26 to 50% compliance)	Lagging Behind (0-25% compliance)
Stage 1 Preparation of the learning materials, weekly study guides and other resources for distance learning	August 24 to September 11, 2020	School observes the required health protocols as specified: (Yes or No)					
		1. There is a designated area for packing of modules <input type="checkbox"/> Wooden table tops covered with glass or plastic for easier disinfection <input type="checkbox"/> Science laboratory tables if available <input type="checkbox"/> If multiple personnel will be working in an enclosed space: Traffic flow: separate ENTRANCE from EXIT Signages or floor markings for Physical distancing and routing traffic					
		2. Personnel handling materials wear appropriate Personal Protective Equipment (PPE) while handling the materials <input type="checkbox"/> Explanation: Human skin contain normal flora (bacteria) and exhaled air during coughing/ sneezing/ talking have droplets with bacteria. The objective is to make sure the person handling the material does not transfer any microorganism (bacteria, virus, fungi) to the materials being packed <input type="checkbox"/> Facemask, elastic (rubber)gloves <input type="checkbox"/> For enclose workspaces with multiple personnel, include face shield					

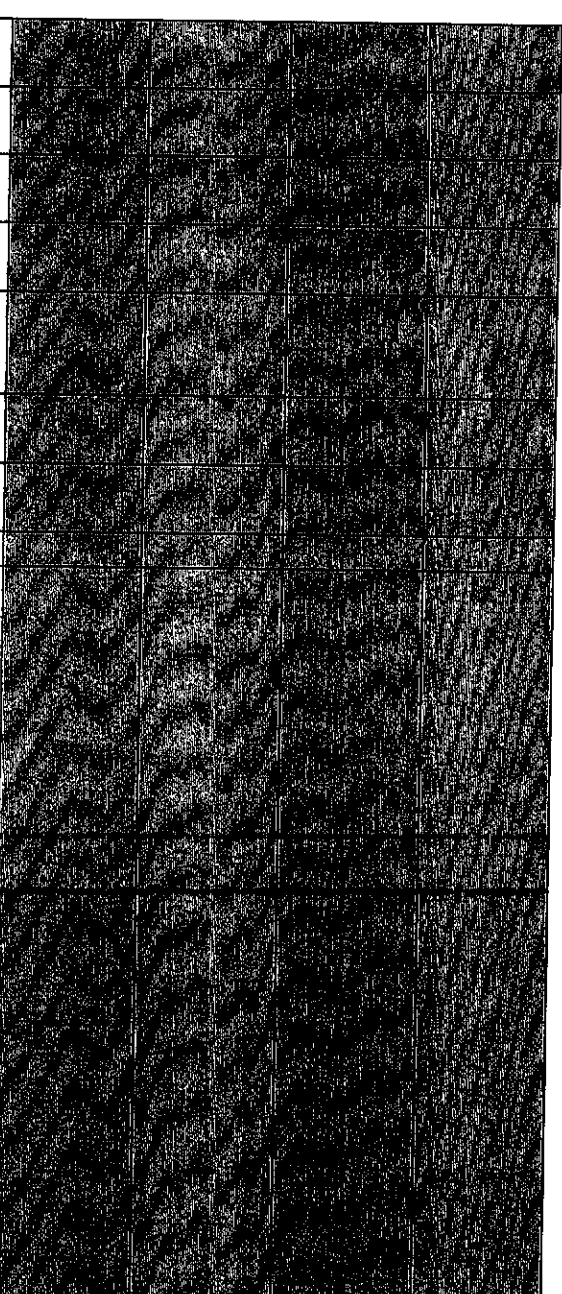
		<p>3. Disinfection is practiced</p> <ul style="list-style-type: none"> <input type="checkbox"/> Practice hand hygiene prior to putting on PPE <input type="checkbox"/> Disinfect workspace prior and after using the area <ul style="list-style-type: none"> o Refer/ review sanitation procedures: reference and link below <input type="checkbox"/> Disinfect received package of modules prior to opening 		
		<p>4. The following reminders are followed:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Do not touch your skin with your gloved hand. <input type="checkbox"/> Make sure that the hands are dry (after hand hygiene) before touching anything <p>It is best that the packet for the modules are plastic for easier disinfection</p>		
		<p>Number of teachers/ school personnel with pre-existing health condition and/ or disease</p>		
		<p>Number of teachers oriented on the KALINGA CENTER/ KARAMAY/ LINGAP?</p>		
		<p>Number of School heads that attended the psychosocial first aid sessions initiated by the Region or Division?</p>		
		<p>Number of teachers across grade levels and learning areas that attended psychosocial first aid sessions initiated by the Division?</p>		
		<p>Number of volunteer teachers or stakeholders that attended the psychosocial first aid sessions initiated by the Region or Division?</p>		
		<p>Number of school personnel trained for the Distance Learning Delivery modality opted for?</p>		

		Number of school personnel trained to convert SLMs to PDF flat, interactive digital format, inclusive e-books, video-taped lessons and radio-scripts from SLMs?		
		Number of community learning facilitators/ volunteers to support learners while learning from home?		
		Number of learners to be provided with community learning facilitators/ volunteers		
		Number of trained community learning facilitators/ volunteers		
		Number of untrained community learning facilitators/ volunteers		
		Is there assigned personnel in the school who will respond to queries from families and community learning facilitators aside from the teachers? (If Yes, 100% compliance; if No 0% compliance)		
Stage 2 Packaging of Instructional Packet	September 5 to 11, 2020	Ratio of instructional packet of learners?		
		Are the following materials provided in the instructional packets?		
		a. SLMs in all subjects		
		b. Activity/ worksheets		
		c. Weekly home learning plan for weeks 1 to 4		
		d. Home learning tasks of learners in all subjects		
		e. CD/ Flash drives containing the digital formats of all learning tasks and SLMs in all subjects, video-taped lessons and radio-scripts from SLMs		
		f. Parent's Guide		
		g. Parent/ Guardian/ Learner Feedback Forms		
h. COVID-19 Protocol and other health reminders				

		i. Procedures on the distribution and retrieval or collection of materials		
		j. Individual monitoring plan for learners observed or assessed to have academic challenges		
		k. Others (Please identify)		
		Number of weeks or months given to learners to accomplish all the learning tasks provided in the instructional packet?		
Stage 3 Instructional Packet Distribution	September 12 to 25, 2020	School observes the required health protocols as specified: (Yes or No)		
		1. There is a designated area for picking up modules <ul style="list-style-type: none"> <input type="checkbox"/> If in school: <ul style="list-style-type: none"> o Area should preferably be near the school entrance o Traffic flow: separate ENTRANCE from EXIT o Signages to guide parents/ guardian: Grade/ section o Facilitated distribution: school personnel to hand off the modules to the parents/ guardian o Visitor/ Receiving logbook for monitoring and contact tracing <input type="checkbox"/> If at a drop-off point: <ul style="list-style-type: none"> o Enclosed water-proof container for modules at drop-off points o Sheltered from the rain o Packets are visibly marked for easy distribution 		
		2. Personnel handling materials wear appropriate Personal Protective Equipment (PPE) while handling the materials		

		<ul style="list-style-type: none"> <input type="checkbox"/> Explanation: Human skin contain normal flora (bacteria) and exhaled air during coughing/ sneezing/ talking have droplets with bacteria. The objective is to make sure the person handling the materials does not transfer any microorganism (bacteria, virus, fungi) to the materials being handled Facemask, elastic gloves <input type="checkbox"/> Direct Physical Contact should be limited as much as possible 		
		<p>3. Disinfection is practiced</p> <ul style="list-style-type: none"> <input type="checkbox"/> Practice hand hygiene prior to handling modules <input type="checkbox"/> Hand hygiene should be practiced by both giver and receiver of modules <input type="checkbox"/> Disinfect workspace prior and after using the area <input type="checkbox"/> Disinfect received package of modules prior to opening 		
		<p>4. The following reminders are observed:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Orient/ Instruct personnel in-charge of drop-off/ pick up areas outside the school on proper handling of modules <input type="checkbox"/> Hand sanitizers/ handwashing facilities should be available at or near the distribution areas ○ Provide PPE and sanitizers for off-school areas <input type="checkbox"/> Do not touch your skin with your gloved hand. 		

		<input type="checkbox"/> Make sure that after hand washing hygiene, the hands are dry before touching anything <input type="checkbox"/> It is best that the packet for the modules are plastic for easier disinfection		
		Distributed the instructional packets to learners through the following:		
		a. Dap-ayan ti parentes		
		b. School-on-wheels project		
		c. Barangay or Community Learning Center Delivery Support		
		d. Others (please specify)		
		Number of guardians or para-teachers (who will help in supervising learners from home) attending weekly orientations?		
		Is there an area in the community designated by the schools as pick up points of instructional packets for parents who cannot go to school?		
		What mechanism is used by the schools to monitor if the instructional packets are received by parents or learners?		
Stage 4 Learning Delivery	September 28 to October 1	Number of parents oriented on the psychosocial first aid?		
	October 5 onwards	Number of parents oriented on the contents of the instructional packets and the accomplishments of the modules		
		What support systems are provided for the learners? (Please check those that apply) <input type="checkbox"/> para-teachers <input type="checkbox"/> home visitation <input type="checkbox"/> open communication lines/ school help desk <input type="checkbox"/> others <input type="checkbox"/> none		

		Any issues and concerns about the support system provided?		
		Was parent-teacher conference conducted? When?		
		Please identify specific issues and concerns relative to learning at home		
		How were these issues or concerns addressed?		
		Health protocols in the conduct of limited face to face orientations are observed (Yes or No)		
		*There is an area for limited face-to-face orientation		
		*Appropriate PPE is worn throughout the activity		
		*Disinfection was conducted		
		<p>*The following reminders must be highly considered:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Orient/remind participants of the health practices prior to start the activity. <input type="checkbox"/> Visitor logbooks properly filled up for monitoring and contact and contact tracing <input type="checkbox"/> Hand sanitizers/ handwashing facilities should be available at or near the activity area <input type="checkbox"/> During meals: <ul style="list-style-type: none"> o Packed meals are preferred o If buffet, it should be facilitated; this means that the serving utensils are handled by a server o Physical distancing should still be observed o Avoid speaking while eating to prevent generation of saliva droplets which contains microorganisms. Remember that 		

		<p>masks are removed while eating. The risk of inhaling droplets sprayed through talking/ sneezing/ coughing is higher</p> <ul style="list-style-type: none"> <input type="checkbox"/> Masks should be maintained while speaking to prevent droplet sprays <input type="checkbox"/> If there is hearing impairment among participants and lip reading is necessary to understand speakers, the mask may be removed but ensure the following: <ul style="list-style-type: none"> <input type="checkbox"/> Proper air ventilation is warranted <input type="checkbox"/> Speaker maintains at least 2 meters distance from participants <input type="checkbox"/> Proper cough etiquette is observed Face shield should at least be used by the speaker <input type="checkbox"/> All listeners should be wearing their masks properly 		
October 5 onwards		Health protocols in the conduct of home visitations are observed (Yes or No)		
		*There is a designated area for limited face-to-face which should be compliant with the health standards (open space is preferred)		
		*Appropriate PPE is worn throughout the activity		
		*Proper disinfection procedures are conducted		
		<p>*Other Reminders:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Orient/ Remind participants of the health practices prior to start of the activity. <input type="checkbox"/> Do not start until health standards are met <ul style="list-style-type: none"> ✓ Face mask ✓ Hand sanitation/ disinfection ✓ Physical distancing 		

		<ul style="list-style-type: none"> <input type="checkbox"/> Hand sanitizers/ handwashing facilities should be available at or near the activity area <input type="checkbox"/> Duration of visit should be less than 45 minutes; less than 15 minutes if the area has poor ventilation <input type="checkbox"/> Sharing meals during visits is discourage. <input type="checkbox"/> Masks should be maintained while speaking to prevent droplets sprays <ul style="list-style-type: none"> <input type="checkbox"/> If there is hearing impairment among participants and lip reading is necessary to understand speaker, the masks may be removed but ensure the following: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Proper air ventilation is warranted <input checked="" type="checkbox"/> Speaker maintains at least 2 meters distance from participants <input checked="" type="checkbox"/> Proper cough etiquette is observed <input checked="" type="checkbox"/> Face shield should at least be used by the speaker 		
Stage 5 Collection of Instructional Packets	One week after October 5	School observes health protocols likewise required during the distribution stage (Yes or No)		
		Collected the instructional packets from the learners through the following:		
		a. Dap-ayan ti parentes (parent/ guardian brings instructional packet at school)		
		b. School-on-wheels project		
		c. Teacher collects if from designated areas		
		d. Others (please specify)		
Notable Findings:				
Monitoring Team:				