



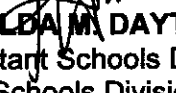
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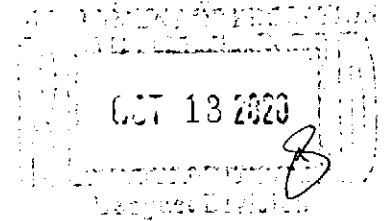


Division Memo 205 s. 2020

TO : CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors and District Coordinators/In-charge
Public Elementary and Secondary School Heads
Teachers and Personnel

DATE : October 12, 2020

FROM : 
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Assistant Schools Division Superintendent
OIC-Schools Division Superintendent *ly*



SUBJECT: GENERAL GUIDELINES IN THE IMPLEMENTATION OF DISTANCE LEARNING DELIVERY

To close the gaps/issues/challenges observed and gathered in the implementation of distance learning, the following guidelines are reiterated:

A. Preparation and Implementation of Weekly Home Learning Plan (WHLP)

1. Teachers shall prepare Weekly Home Learning Plan based on the scheme adopted by the school and shall ensure that the required number of hours per subject per week is strictly followed. Unfinished activities in the module shall be accomplished on a specified day indicated in the WHLP.
2. The WHLP shall also be based on the subject guide prepared by subject area EPS.
3. The WHLP shall guide the learners in accomplishing the activities in the modules. This guide shall also be based on the ability and needs of the learners. This necessitates the teacher to prepare different WHLPs for different learners. A learner who is academically challenged may answer lesser items per activity in the module. The teacher may also give a module which is in the level of the learner or he/she may also develop activities appropriate to the needs and level of the learner.
4. The learner, guided by the parent/guardian shall strictly follow the time allotment specified in the WHLP.

B. Utilization of Printed Modules

1. Printable modules may be availed of by downloading from SDO Benguet's local repository of learning resources.
2. e-copies of such printable modules are also distributed to PSDSs, School Heads, or teachers who come to the SDO-LRMS.
3. To ensure that content, facts, grammar used in the modules are correct, the respective teacher shall still review and edit the modules before these are printed.
4. Kinder to Grade 3 learners shall directly answer in the module. For higher grade level learners, they may also directly answer in the module or may use separate answer sheets.



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for the learners to master the competencies and for them to prepare for summative assessments.

6. The modules are self-learning packages which include the Answer Keys. The parent/guardian shall ensure that the learners shall refer to the Answer Key only after answering all the activities/assessments in the modules.
- C. Preparation, Distribution and Retrieval of Learning Packets
1. Teachers shall utilize their classrooms in arranging the printed modules with proper labels per learning area. They shall use the same room for packaging the learning materials (modules, flash drives containing audio/video materials, subject guides, instructions to learners and parents, feedback forms).
 2. All schools/CLCs shall strictly implement a clear process flow of distribution and retrieval of modules posted in conspicuous areas. The process flow shall include date of distribution and retrieval of modules, authorized/designated persons/volunteers, and sitio/area assignment.
 3. Health protocols shall be observed in the distribution of learning packets. The plastic bins/boxes and plastic bags/envelopes/packets shall be disinfected in the school's distribution area.
 4. The learning packets shall also be disinfected upon retrieval by the teacher in the school's retrieval area.
- D. Utilization of video-video materials and audio-recorded answers to the activities and assessments in the modules
1. The available video-audio materials shall be used to complement the printed modules and their use shall be reflected in the WHLP.
 2. PSDSs and school heads shall bring their external hard drives to avail of the said audio-video records.
 3. District and school IT coordinators and ICT teachers shall be mobilized to provide technical assistance to the households in the use of video-audio materials.
 4. The radio-based instruction which includes audio-records of all answers and discussions/explanations to the answers of all the activities and assessments in the modules shall be distributed to all PSDS, School Heads and teachers.
 5. The teachers shall distribute the audio records of the answers and explanations to the learners and shall encourage them to listen to the audio records to be able to learn more about the content of the module.
 6. The audio records shall also be aired in DZBS and DZEQ. Schedules of airing time is posted in DepEd Tayo Benguet.
- E. PSDSs and school heads are encouraged to frequently get e-copies of printable modules, video and audios from the Learning Resource and Management Center (LRMC) for distribution

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1. Community stakeholders shall identify the area for the Adivayan. The adivayan shall be the venue for neighborhood learning.
2. Teachers/para-teachers volunteers who are residents in the sitio/area shall gather parents/guardians to orient them on the use of printed materials and demonstrate the use of audio-video modules. They shall also explain the parents' roles and responsibilities in the conduct of Adivayan Para Iskuyda and distance learning. Moreover, they shall explain to parents/guardians the benefits of using other learning modalities.
3. Teachers, para-teacher volunteers shall also assist the learners within their sitio/area on a scheduled basis.

G. Monitoring and Evaluation

1. The SDO, through the Integrated Monitoring and Evaluation System (IMES) shall monitor the implementation of the guidelines.

These guidelines shall take effect immediately.

Please be guided accordingly.