



Republic of the Philippines
Department of Education
REGION IV-A

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

July 16, 2020

DIVISION MEMORANDUM
NO. 207, s. 2020





To: Assistant Schools Division Superintendent
Selected Curriculum and Implementation Division Personnel
Selected School Governance and Operations Division Personnel
Selected Elementary and Secondary School Heads
All Concerned

MONITORING OF THE DRY RUN OF SCHOOL LEARNING CONTINUITY PLAN

1. This is with reference to Division Memorandum No. 198 s, 2020 entitled, "Dry-Run of School Learning Continuity Plan" on July 27 – 31, 2020.
2. Monitoring Team composed of the following selected personnel will conduct on-site evaluation using Observation Tool on the Learning Continuity Plan (LCP) Implementation (Annex A):

Name of School	Monitoring Team
Felipe Calderon Elementary School, Tanza	Elpidia B. Bergado Riza Soberano Reniel Patrick Tejidor
Aguado Elementary School, Trece Martires City	Gregoria Atas Josphine Monzaga May Anne Romanes
Noveleta National High School, Noveleta	Diana Topacio Emily Quintos Anna Marie Aranzanzo
Gen. Mariano Alvarez Technical High School, GMA	Galileo Go Rey Ann Avilla Wenifreda Diquit Noel Ortega
Francisco Tolentino Integrated High School, Tagaytay	Alicia Francisco Romeo Endraca Maribeth Rieta Marlene Panganiban



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It is expected that the team shall follow the minimum health safety protocol such as wearing of face shield / face mask, physical distancing, etc. during the actual school visit.

3. Accomplished tool shall be submitted to **Kristine G. dela Rosa, Education Program Specialist II** thru email address: kristine.gener@deped.gov.ph until August 3, 2020 for consolidation and analysis.
4. Expenses relative to the conduct of this monitoring shall be charged to Division MOOE subject to usual accounting and auditing procedure.
5. Immediate dissemination of this Memorandum is highly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

KGdR/ DM No. 207, s. 2020
071720-016/ 07/16/2020



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Annex A

**OBSERVATION TOOL ON THE LEARNING CONTINUITY PLAN (LCP)
IMPLEMENTATION**

A. Name of School : _____
School ID: _____
Municipality: _____
Name of School Head: _____

	Evident	Not Evident	Remarks
<i>During the distribution of learning package</i>			
1. Presence of User's Manual (including the schedule of distribution per grade level and section, room assignment, terms of reference of assigned personnel, etc.)			
2. Presence of display map for the designated releasing area			
3. The designated releasing area is accessible			
4. Parents' orientation regarding the pick-up sites was conducted			
5. With identified pick-up sites			
6. With identified Learning Resource Liaison			
7. Presence of Community-based Team assignment for distribution			
8. Presence of School-based Team assignment for distribution			
9. The identified pick-up sites have designated kiosk area drop-off box			
10. Presence of volunteers/designated school personnel to receive materials and release to the learners/guardians			
11. With designated area for distribution per grade level for key stage 1 – 4			
12. With Inventory of Received Modules			
<i>During the actual implementation based on the following modalities:</i>			



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Modular Teachers			
1. Orientation of teachers was conducted			
2. Prepared and submitted routinely activities, Weekly Plan and Accomplishment <i>(In the weekly plan and accomplishment, the specified timeline for the submission of activities are clearly stated)</i>			
3. Harvested all learners output			
4. Checked output and provide feedback to whatever means possible			
5. Assessed learners output and prepared remediation plan, if needed			
Learners			
1. Submitted accomplished activity sheets/other output			
2. Contacted teacher thru text message, call or other means available for concerns and clarifications			
Parents/Guardians			
1. Returned accomplished activity sheets/modules to drop-off points as per specified schedule			
2. Contacted teacher thru text message, call or other means available for concerns and clarification			
Online Teacher			
1. Prepared virtual classroom for real-time interactive instructions and discussions			
2. Uploaded audiovisual materials to identified learning platforms			
3. Harvested all learners output			
4. Checked and assessed learners output and prepared remediation plan, if needed			
Learners			
1. Submitted accomplished output			
Parents			



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1. Contacted teacher thru text message, call or other means available for concerns and clarification			
<i>During the retrieval of learning package</i>			
1. Presence of designated drop-off sites in school and barangay			
2. With school-based team assigned for retrieval and acceptance of accomplished modules			
3. With community-based team assigned for retrieval and acceptance of accomplished modules			
4. Presence of retrieval schedule			



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General observation:

1. What went well in the operationalization of the School Learning Continuity Plan?

2. What needs to be improved?

Evaluated by:

Conforme:

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____



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