



Republic of the Philippines
Department of Education

REGION IV-A
SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

July 23, 2020

DIVISION MEMORANDUM
NO. 212, 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

**ADDENDUM/CORRIGENDUM TO DIVISION MEMORANDUM NO. 207 S, 2020
ENTITLED "MONITORING OF THE DRY RUN OF
SCHOOL LEARNING CONTINUITY PLAN"**

1. This is with reference to Division Memorandum No. 207 s, 2020 entitled, "Monitoring of the Dry Run of School Learning Continuity Plan".
2. To ensure the proper implementation of health protocol and standards during the dry run, the following personnel shall be added to division monitoring team:
 - a. Jesselle Mark Reyes – PDO II, DRRM Focal Person;
 - b. Joel Mina – Division Engineer; and
 - c. All Nurses previously assigned to report in the schools division office in lieu of the pandemic
3. Public Schools District Supervisors shall send letter address to the Schools Division Superintendent citing the need for nurses to report in their respective district / school to conduct health protocol compliance check.
4. Also, the identified schools for dry run shall add in their chosen learning platform (ex. Google classroom) the members monitoring team as teachers to provide them with access in monitoring the implementation of online modality.

Name of School	Monitoring Team
Felipe Calderon Elementary School, Tanza	elpidia.bergado@deped.gov.ph riza.soberano@deped.gov.ph patrickreniel.tejidor@deped.gov.ph
Aguado Elementary School, Trece Martires City	gregoria.atas001@deped.gov.ph josephine.monzaga@deped.gov.ph



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	mayannejoy.romanes@deped.gov.ph
Noveleta National High School, Noveleta	diana.topacio001@deped.gov.ph emily.quintos@deped.gov.ph annamarie.aranzanzo@deped.gov.ph
Gen. Mariano Alvarez Technical High School, GMA	galileo.go@deped.gov.ph reyann.maramag@deped.gov.ph wenifreda.diquit@deped.gov.ph noel.ortega001@deped.gov.ph
Francisco Tolentino Integrated High School, Tagaytay	alicia.francisco003@deped.gov.ph romeo.endraca@deped.gov.ph maribeth.rieta@deped.gov.ph marlene.panganiban001@deped.gov.ph

5. Immediate dissemination of this Memorandum is highly desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

KGdR/DM 212 s. 2020
072320-009/ 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	MOVs	Remarks
During the distribution of learning package				
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.)			Handled by the school head	
2. Presence of display map for the designated releasing area			Preferably placed in front of school gate, visible	
3. The designated releasing area is accessible				
4. Parents' orientation regarding the pick-up sites was conducted			Mov – minutes of meeting and attendance sheet	
5. With identified pick-up sites (with markings and signages)			Actual pick-up sites School development site plan (with markings and arrow)	
6. With identified Learning Resource Liaison				
7. Presence of Community-based Team assignment for distribution (with TOR)				



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8. Presence of School-based Team assignment for distribution <i>(with TOR)</i>				
9. The identified pick-up sites have designated kiosk area drop-off box			<i>Organized properly</i>	
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				
During the actual implementation based on the following modalities: 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				



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activity sheets/other output				
2. Contacted teacher thru text message, call or other means available for concerns and clarifications			Data base/logbook/record book of received concerns or queries / screenshots of conversation	
			*test call to parents	
<i>Parents/Guardians</i>				
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				
<i>Online Teacher</i>				
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				
<i>Learners</i>				
1. Submitted accomplished output				
<i>Parents</i>				
1. Contacted teacher thru text message, call or other means available for concerns and				



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clarification				
During the retrieval of learning package				
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				

General observation:

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

2. What needs to be improved?



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Evaluated by: _____

Conforme: _____

Date: _____





Date: _____

Date: _____

Date: _____

Date: _____



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