



Republic of the Philippines
Department of Education
Cordillera Administrative Region



April 28, 2020

REGIONAL MEMORANDUM

NO. 113, s. 2020

To: Assistant Regional Director
Regional Office Division Chiefs
Schools Division Superintendents
All Divisions
All Others Concerned

Guidance to Schools Division Offices on the Preparation of Proposed Learning Continuity Plans

1. As the Department of Education prepares for the coming SY 2020 to 2021, decision points are crucial especially at these most trying times brought about by the COVID-19 pandemic. While the whole department awaits final actions on school opening, recommendations are needed to ensure that learning continues across all grade levels in both public and private schools.
2. In connection, a Learning Continuity Plan must be designed to respond to the need of the times taking into consideration general concerns gathered from RO and SDO surveys. The recommendations in the Plan shall likewise present considerations for stakeholders to plan for and improve their ability to provide support in ensuring continuous learning.
3. In this light, all Schools Division Offices are requested to prepare their Proposed Learning Continuity Plans based on their contexts. The Learning Continuity Plan to be drafted shall provide direction to the school leaders, parents, teachers, and learners in this quest for the continuous delivery of accessible, quality basic education amidst situations that warrant learners and learning providers to take extra preventive and precautionary measures to avoid jeopardizing the health of all school internal and external stakeholders.
4. The proposed Plan shall also ensure provision of guidance to ALS, all public and private elementary, junior, senior high schools, and SPED Centers (if existing) in your areas.
5. The Proposed Learning Continuity Plan for each Schools Division will be presented during the Regional MANCOM Meeting on **May 11, 2020**.
6. Proposed Plans need to consider the following to provide solid and sound basis for implementation, monitoring, and evaluation:
 - a. *Situational Analysis* – looking into and through the current context of the Schools in particular and Division as a whole as basis for impartial decisions and plans for action. Surveys that have been initiated at the RO and SDO levels may provide a comprehensive reference to





Republic of the Philippines
Department of Education
Cordillera Administrative Region

- determine the Strengths, Weaknesses, Opportunities, Threats that may affect planning for appropriate strategies of action.
- b. *Framework* to be custom- designed or tailor- made as the foundation upon which plans for action will be built.
 - c. *Implementation Plan* that may be structured to reflect the accountability of each functional unit in the Schools Division in, but not limited to, the following:
 - mechanisms to support, monitor, and ensure that schools and learning centers comply with health protocols;
 - preparatory activities or programs to ensure that School Heads and Teachers are psychologically ready and able to cope with the “new normal”
 - activities or programs to assist School Heads and Teachers to prepare for the delivery of learning
 - support activities to orient parents and other stakeholders of their significant roles in the delivery of learning
 - appropriate measures to ensure that all school-age children are enrolled for the next School Year
 - other initiatives to ensure that learning continues for all types of learners and that they are able to cope with the “new normal”
 - other programs or activities to ensure that teachers and parents are provided the needed support to fulfill their tasks or responsibilities
 - d. *Monitoring Plan* to spell out mechanisms to be organized to guarantee that actions are implemented according to expectations and goal.
7. To provide guidance as you embark on decision points, please log on to this link to access the RO survey on internet access: <https://sites.google.com/deped.gov.ph/depedcarictsurvey/home>. The other survey links on probable alternative learning delivery modes and monitoring the remaining quarters of the Private Schools shall be shared to your SDO emails and ITOs.
8. Attached in Enclosure 1 are the suggestions made during the Regional Mancom Meeting for consideration in you plan and in Enclosure 2 is the Learning Continuity Plan template for your guidance.
9. Immediate dissemination of and compliance with this Memorandum is directed.


MAY B. ECLAR PhD, CESO V
Regional Director



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Enclosure 1 to RM on SDO LCPs

**SUGGESTIONS GIVEN DURING THE REGIONAL MANCOM MEETING
FOR CONSIDERATION**

1. The safety and protection of the learners, teachers, other school stakeholders (physical health, mental health) must be our utmost priority.
2. Level of readiness of schools particularly those which were used as quarantine/isolation areas.
3. Level of readiness of the schools in terms of their capacity to open on-line classes in terms of soft and hard infrastructure.
4. Level of readiness and competence of teachers on teaching-learning platforms, which may include, among others:
 - 4.1 How to run effective livestreaming classes
 - 4.2 How to design on-line assessments
 - 4.3 How to deliver online, offline, blended class deliveries
 - 4.3 How to develop on-line assessment tools
5. Developed and accessible quality assured on-line and offline learning materials. SDOs may have their own portal of quality assured contextualized learning materials.
6. Utilization of available online and offline mechanism suited to the level and interest of Learners
7. Parents' support to Home-based Learning through On-line Orientation or thru face-to-face as the case maybe.
8. In cases where the learners/teachers cannot possibly come to class, the mobilization of education networks available in the localities which are accessible to both teachers and learners e.g. radio or television
9. The type of learning delivery for kindergarten learners and those learners with special educational needs? What mechanisms are needed to ensure they are able to cope with the "new normal"?
10. Consider environmental factors like availability of transportation, peace and order situation, etc.
11. Mechanisms to ensure that teachers and parents are provided the needed support to fulfill their tasks or responsibilities
12. Provision of Digital Devices to support teachers/learners needs.
13. Suggestions on how to reach learners without internet:





Republic of the Philippines
Department of Education
Cordillera Administrative Region

- Ensure safety of learners first (access parent or guardian contact information, use SMS to deliver safety information to parents, inquire about the learner's health, sanitation, safety, and needs)
- Leverage the community to help with learning (talk to local community leaders about who might be able to distribute educational materials, coordinate with local radio stations to help deliver lessons)
- Get creative with technology (use social messaging platforms like WhatsApp or SMS to send mini-lessons and activities; influence; use resources that are available after you download them; use megaphones or public announcement systems; utilize MP3 players for instruction and learner engagement)
- Print and distribute paper packets (work with community leaders; create work sheets to be printed and distributed to learners; work with community leaders, delivery persons, and local police to distribute; ensure that families and the community are following protocol when it comes to safe delivery)
- Support teachers with their technology needs (Use WhatsApp, WeChat, or SMS messages)
- Support parents with their needs (you may need to reach parents first with content before reaching out to students; send parents an audio message; call each parent directly and have a conversation with them about their individual child's needs)

Enclosure 2 to RM on SDO LCPs





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LEARNING CONTINUITY PLAN

SDO: _____

- I. Introduction
- II. Goal and Specific Objectives
- III. Situational Analysis
- IV. Framework
- V. Implementation Plan

KRA	OBJECTIVES	ACTIVITIES	EXPECTED RESULTS	TIMELINE	RESOURCES	REMARKS

- VI. Monitoring Plan

Prepared by:

SDS