



ANNEX J

Republic of the Philippines
Department of Education
CARAGA REGION

Weekly Learning Activity Sheet
Suggested Template

Name of Teacher: _____

School: _____

Division: _____

Learning Area:	
Grade Level:	
Quarter:	
Most Essential Learning Competency (MELC):	
Code :	
Month:	
Week covered (please specify the dates):	
Title of the Activity:	
Objective(s):	
Materials(preferably localized and available at home):	
Procedures (direct and concise):	
Guide questions and Rubrics:	
Concepts learned:	
References:	

(Printed name and signature of teacher)

(Printed name and signature of School Head)



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SAMPLE SCHEDULE OF LEARNING DELIVERY MODE

ANNEX K

Grade 1-2	TIME ALLOTMENT	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	7:00 - 7:50 AM Mother Tongue	Distance (online)	Modular	Modular	Face-to-Face	Face-to-Face
	7:50 - 8:20 AM Filipino	Distance (online)	Modular	Modular	Face-to-Face	Face-to-Face
	8:20 - 9:10 AM Mathematics	Modular	Distance (online)	Modular	Face-to-Face	Face-to-Face
	9:10 - 9:50 AM Araling Panlipunan	Modular	Distance (online)	Modular	Face-to-Face	Face-to-Face
	9:50 - 10:20 AM	Recess				
	10:20 - 11:00 AM MAPEH	Modular	Modular	Distance (online)	Face-to-Face	Face-to-Face
	11:00 - 11:30 AM Esp	Modular	Modular	Distance (online)	Face-to-Face	Face-to-Face
	Total in minutes	270	270	270	270	270
	Total in hours	4.5	4.5	4.5	4.5	4.5

SAMPLE SCHEDULE OF LEARNING DELIVERY MODE

ANNEX K

Grade 3	TIME ALLOTMENT	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	6:00 - 6:50 AM Mother Tongue	Distance (online)	Modular	Modular	Modular	Face-to-Face
	6:50 - 7:40 AM Filipino	Modular	Distance (online)	Modular	Modular	Face-to-Face
	7:40 - 8:30 AM English	Modular	Distance (online)	Modular	Modular	Face-to-Face
	8:30 - 9:20 AM Science	Modular	Modular	Distance (online)	Modular	Face-to-Face
	9:20 - 9:40 AM	Recess				
	9:40 - 10:30 AM Mathematics	Modular	Modular	Distance (online)	Modular	Face-to-Face
	10:30 - 11:10 AM Araling Panlipunan	Modular	Modular	Modular	Distance (online)	Face-to-Face
	11:10 - 11:50 AM MAPEH	Distance (online)	Modular	Modular	Modular	Face-to-Face

ANNEX K

11:50 - 12:20 PM EsP	Modular	Modular	Modular	Distance (online)	Face-to-Face
<i>Total in hours</i>	4.5	4.5	4.5	4.5	4.5

	TIME ALLOTMENT	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Grade 4-6	6:00 - 6:50 AM Filipino	Distance (online)	Modular	Modular	Modular	Face-to-Face
	6:50 - 7:40 AM English	Modular	Distance (online)	Modular	Modular	Face-to-Face
	7:40 - 8:30 AM Science	Modular	Distance (online)	Modular	Modular	Face-to-Face
	8:30 - 9:20 AM Mathematics	Modular	Modular	Distance (online)	Modular	Face-to-Face
	9:20 - 9:40 AM	Recess				
	9:40 - 10:20 AM Araling Panlipunan	Modular	Modular	Distance (online)	Modular	Face-to-Face
	10:20 - 11:10 AM EPP/TLE	Modular	Modular	Modular	Distance (online)	Face-to-Face

SAMPLE SCHEDULE OF LEARNING DELIVERY MODE

ANNEX K

	11:10 - 11:50 AM MAPEH	Distance (online)	Modular	Modular	Modular	Face-to-Face
	11:50 - 12:20 PM Esp	Modular	Modular	Modular	Distance (online)	Face-to-Face
	Total in hours	6.33	6.33	6.33	6.33	6.33

Grade 7-10	TIME ALLOTMENT	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	6:00 - 7:00 AM Filipino	Distance (online)	Modular	Modular	Modular	Face-to-Face
	7:00 - 8:00 AM English	Modular	Distance (online)	Modular	Modular	Face-to-Face
	8:00 - 9:00 AM Science	Modular	Distance (online)	Modular	Modular	Face-to-Face
	9:00 - 10:00 AM Mathematics	Modular	Modular	Distance (online)	Modular	Face-to-Face
	10:00 - 10:20 AM	Recess				
10:20 - 11:20 AM Araling Panlipunan		Modular	Modular	Distance (online)	Modular	Face-to-Face

SAMPLE SCHEDULE OF LEARNING DELIVERY MODE

ANNEX K

	11:20 - 12:20 PM EPP/TLE	Modular	Modular	Modular	Distance (online)	Face-to-Face
	1:20 - 2:20 PM MAPEH	Distance (online)	Modular	Modular	Modular	Face-to-Face
	2:20 - 3:20 PM Esp	Modular	Modular	Modular	Distance (online)	Face-to-Face
	Total in hours	8.2	8.2	8.2	8.2	8.2



Republic of the Philippines
Department of Education
CARAGA REGION

ANNEX L

A. Sample Class Schedule (two classes) (Blended Learning)

Preliminaries:

- When a class is divided into groups, the other half would be shifted to self-learning at home while the other half is in-school, traditional face-to-face modality.
- In every class, adviser should be able to identify and classify learners who are capable of online/blended learning and who are not. The classification should specifically identify if the family has personal computer, laptop or tablet and has internet connectivity at home. Advisers should consult the parents to have accuracy of the information.
- Adviser should schedule virtual orientation to parents on the mechanism on what the learners should do once shifted to self-learn at home and what is required of them before learners are shifted to in-school learning. You may schedule separate orientation to those parents whose learners would undergo blended learning, and those whose learners would be undergoing in-school and off-school using print materials.
- If there are other teachers who would independently handle the subject/s other than the adviser, the school should convene and establish general class schedules for all sections.

Class Schedule (*when learners are in-school, traditional face-to-face modality*)

- Elementary and Secondary
- Teachers may use print materials or internet connected learning materials depending on the availability in the context.
- Should only focus teaching the MELCs
- In the afternoon, teachers have to prepare teaching-learning activities for the following week when the other half of the learners have to report to school. Also, they monitor the submission of outputs of the learners (daily depending on the agreed schedule) online.



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Elementary

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:00-7:50	* Regarding of learning areas, the teaching learning process should focus on treating, processing the activities done while the learners were at home.	The normal teaching-learning engagement based on the MELCs			*Teaching-learning process shall be focused what the learners have to do while at home including the distribution of soft or print materials.
7:50-8:20					
8:20-9:10					
9:10-9:50					
9:50-10:20			Recess		
10:20-11:00					
11:00-11:30					
Total in minutes	270	270	270	270	270

Secondary

Time	Monday	Tuesday	Wednesday	Thursday	Friday
6:00-7:00	* Regarding of learning areas, the teaching learning process should focus on treating, processing the activities done while the learners were at home.	The normal teaching-learning engagement based on the MELCs			*Teaching-learning process shall be focused what the learners have to do while at home including the distribution of soft or print copies of materials.
7:00-8:00					
8:00-9:00					
9:00-9:20					
9:20-10:20			Recess		
10:20-11:20					
11:20-12:20					
1:20-2:20					
2:20-3:20		The normal teaching-learning engagement based on the MELCs			*Teaching-learning process shall be focused what the learners have to do while at home including the distribution of soft or print copies of

						materials.
Total in minutes	492	492	492	492	492	492

When learners are self-learning at home,

Learners on blended learning	- Should accomplish and submit online tasks daily. Monitoring of submission of outputs would depend (whether daily or every Friday) on the policy of the school established for the new normal. - Shall be monitored by parents/guardians/any adult family member to ensure that daily tasks are accomplished. Monitoring may be flexible at any time of the day depending on their availability. At the end of the week, they shall accomplish and submit localized monitoring form online.
Learners using print materials	- Should bring with them print materials for the entire week to be accomplished at home. Submission shall be done every time they physically report in school. - Shall be monitored by parents/guardians/any adult family member to ensure that daily tasks are accomplished. Monitoring may be flexible at any time of the day depending on their availability. At the end of the week, they shall accomplish localized monitoring form (1/4 sheet). Adviser shall schedule periodic meeting with the parents for the submission and discussion of monitoring form.



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Department of Education
CARAGA REGION

LEARNING PLAN - a tool that operationalizes the implementation of learning modality/modalities in school.

WEEKLY HOME LEARNING TASKS - serve as learners as well as parents/learning facilitators on are expected to accomplish within the specified time.

Sample Template of a Learning Plan

Grade _____

Week 1 Quarter 1

Date: _____

ANNEX M

[illegible]

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UAE/QMS/2019/1938



Republic of the Philippines
Department of Education
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INDIVIDUAL MONITORING PLAN

ANNEX N

Learner's Name:

Grade Level:

Learning Area	Learning's Needs	Intervention Strategies Provided	Monitoring Date	Learner's Plan	
				Insignificant Progress	Insignificant Progress

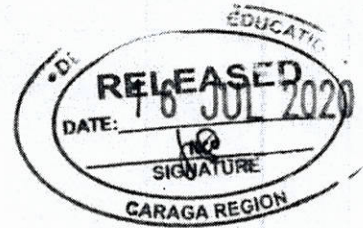


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Republic of the Philippines
Department of Education
CARAGA REGION



July 15, 2020

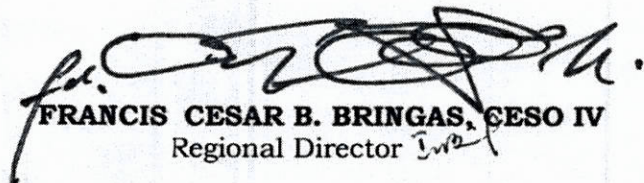
REGIONAL MEMORANDUM

No. 294, s. 2020

AVAILABILITY OF THE BUDGET OF WORK ON THE MOST ESSENTIAL LEARNING
COMPETENICES (MELCs)

To: Schools Division Superintendents
This Region

1. The budget of work of the Most Essential Learning Competencies (MELCs) for SY: 2020-2021 is already available to be used by our teachers in all grade levels and in all subject areas.
2. The said budget of work will be utilized as guide for teachers in the preparation of weekly learning plans, activity sheets, worksheets, and other learning related materials. The same may also be further contextualized or sub-tasked to suit the unique situations of the schools
3. The Chiefs of the Curriculum Implementation Division (CID) are the only authorized official to access the said budget of work in the Google Drive-----<http://bit.do/MELCsBOW>. Hence, they will be responsible in disseminating the same to their teachers.
4. The region is extending thanks and gratitude to all who have exerted efforts in crafting the budget of work of the Most Essential Learning Competencies (MELCs).
5. Immediate dissemination of this Memorandum to all concerned is highly desired.


FRANCIS CESAR B. BRINGAS, CESO IV
Regional Director

Encl: None.

Reference: None.

To be indicated in the Perpetual Index under the following subjects:

MODULES MELCs BUDGET OF WORK



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Republic of the Philippines
Department of Education
CARAGA REGION

July 17, 2020

REGIONAL MEMORANDUM

No. 297, s. 2020

**AVAILABILITY OF THE INVENTORY OF TEXTBOOKS CONTAINING MOST
ESSENTIAL LEARNING COMPETENCIES (MELCs)**

To: Schools Division Superintendents
This Region

1. The inventory of textbooks containing Most Essential Learning Competencies (MELCs) is already available.
2. This inventory is intended to complement the MELC modules particularly where copies of modules are not enough. Similarly, this shall enable schools to operationalize the chosen permutations for their classes. The use of textbooks guided by this inventory shall also be factored in when Funding allocations for Reproduction of modules are needed.
3. The Chiefs of the Curriculum Implementation Division (CID) are the only authorized official to access the said inventory in the Google Drive-----
<http://bit.do/BooksInvMELCs>. Hence, they shall be responsible in disseminating the same to their teachers.
4. The region is extending thanks and gratitude to all those who have exerted efforts in crafting the inventory of available textbooks containing the Most Essential Learning Competencies (MELCs).
5. Immediate dissemination of this Memorandum to all concerned is highly desired.

by: *Le L. Augustin*
FRANCIS CESAR B. BRINGAS, CESO IV
Regional Director

Encl: None.

Reference: None.

To be indicated in the Perpetual Index under the following subjects:
MODULES MELCs TEXTBOOKS

CLM/imb
07/17/2020



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2020-07-6997

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Republic of the Philippines
Department of Education
CARAGA REGION



July 22, 2020

REGIONAL MEMORANDUM
No. sil, s. 2020

**AUTHORITY TO REPRODUCE MELCs-BASED GRADE 8 MODULES
FOR QUARTER 1**

To: Schools Division Superintendents
This Region

1. The Schools Division Offices (SDOs) are authorized to print/reproduce the locally developed Grade 8 Modules for Quarter 1.
2. The MELCs-Based Grade 8 Modules in all subject areas for Quarter 1 are already available and ready for printing.
3. The Chiefs of the Curriculum Implementation Division (CID) are the only authorized official to access the said Modules in the Google Drive... **<http://tiny.cc/CaragaADMforPrint>**. Hence, they shall be responsible in giving the same to their LR managers for printing and reproduction.
4. All expenses relative to the printing of Modules shall be charged against the downloaded funds and/or Division/SEF Funds subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of this Memorandum to all concerned is highly desired.

L. l. g.

FRANCIS CESAR B. BRINGAS, CESO IV
Regional Director *Brngas*

Encl: None.

Reference: None.

To be indicated in the Perpetual Index under the following subjects:
MODULES MELCs QUALITY ASSURANCE

CLM/imb
07/22/2020



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Republic of the Philippines
Department of Education
CARAGA REGION



August 4, 2020

REGIONAL MEMORANDUM

No. 322, s. 2020

INVENTORY OF MELCs -BASED LOCALLY DEVELOPED SELF LEARNING
MODULES AND TV/RADIO MODULES

To: Schools Division Superintendents
This Region

1. The consolidated inventory of locally developed MELCs- based Self Learning Modules (SLMs) and TV/Radio Modules in all grade levels and in all subject areas for Quarter 1 are already available.
2. The MELCs-Based SLMs and TV/Radio Modules can be used by teachers for the period of three months (August -October, 2020) to supplement the materials already available in the schools.
3. The Chiefs of the Curriculum Implementation Division (CID) are the only authorized official to access the said locally developed Modules in the Google Drive: http://bit.do/MELC-SLMs_Caraga and http://bit.do/MELCs-TV_Radio_R13. Hence, they shall be responsible in giving the same to their LR managers for possible printing and reproduction.
4. All expenses relative to the printing of Modules shall be charged against the downloaded funds and/or Division/SEF Funds subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of this Memorandum to all concerned is highly desired.


FRANCIS CESAR B. BRINGAS, CESO IV
Regional Director *Imb*

Encl: None.

Reference: None.

To be indicated in the Perpetual Index under the following subjects:
MODULES MELCs SLMs TV/RADIO

CLM/imb
08/04/2020



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2020-08-7474

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Republic of the Philippines
Department of Education
CARAGA REGION



August 17, 2020

REGIONAL MEMORANDUM

No. 343, s. 2020

To: Schools Division Superintendents
This Region

**SUBMISSION OF WEEKLY STATUS REPORT ON PRINTING AND DELIVERY OF
CENTRAL OFFICE PROVIDED SLMs AND LOCALLY-DEVELOPED SLMs BY SDOs**

1. This is to request for the submission of the Division weekly status report of the printing and delivery on the Central Office and locally developed self-learning modules (SLMs) to ensure availability of the said learning resources in your respective divisions.
2. You are requested to accomplish the enclosed template and submit it every Friday of the week at exactly 11:00 o'clock in the morning to caraga@deped.gov.ph for consolidation. The Regional Office shall submit the consolidated report at 3:00 o'clock in the afternoon of the same day to Ma. Theresa Tan, Project Development Officer III of the BLR Production Division, Central Office at her email address at ma.tan026@deped.gov.ph.
3. Immediate dissemination of this Memorandum to all concerned is highly desired.


FRANCIS CESAR B. BRINGAS, CESO IV
Regional Director

Encl.: Status of printing and delivery of SLMs

Reference: DM-CI-2020-00199

To be indicated in the Perpetual Index
under the following subjects:

MODULES REPORTS SLMs

CLM/imb
08/17/2020



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2020-08-7861

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Republic of the Philippines
Department of Education

Enclosure to Regional Memorandum No. 3443, s. 2020

STATUS OF PRINTING AND DELIVERY OF SLM

As of:

Division _____

[illegible]

Prepared by:

Noted by:

Designation

Head of Office

Date:

Head of Office



Republic of the Philippines
Department of Education
CARAGA REGION

Released:
Sept. 4, 2020
by: mls

September 3, 2020

REGIONAL MEMORANDUM
No. 363 s., 2020

PROTOTYPE COMBINATION OF SUBJECTS IN ALL GRADE LEVELS

To: Schools Division Superintendents
This Region

1. In order to cater all students in the provision of Self-Learning Modules (SLMs) and textbooks during the Opening of Classes on October 5, 2020, the region is introducing the prototype combination of subjects in all grade levels.
2. The said combination of subjects is divided into two sets every month which is indicated below:

SET A 1 st Month (Q1)		Set B 1 st Month (Q1)	
Modules (CO/Locally developed) RM No. 322, s. 2020 Inventory of MELCs -Based Locally Developed SLMs	English	Textbooks (with WLP and AS) RM 294, s. 2020 Availability of the Budget of Work of MELCs RM 297, s. 2020 Availability of Inventory of Textbooks Containing MELCs	English
	Filipino		Filipino
	Aral Pan		Aral Pan
	EPP/TLE		EPP/TLE
Textbooks (with WLP and AS) RM 294, s. 2020 Availability of the Budget of Work of MELCs RM 297, s. 2020 Availability of Inventory of Textbooks Containing MELCs	Mathematics	Modules (CO/Locally developed) RM No. 322, s. 2020 Inventory of MELCs -Based Locally Developed SLMs	Mathematics
	Science		Science
	MAPEH		MAPEH
	EsP		EsP



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2020-09-8632

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SET A of Learners 2 nd Month (Q1)		Set B of Learners 2 nd Month (Q1)	
Textbooks (with WLP and AS) RM 294, s. 2020 Availability of the Budget of Work of MELCs RM 297, s. 2020 Availability of Inventory of Textbooks Containing MELCs	English	Modules (CO/Locally developed) RM No. 322, s. 2020 Inventory of MELCs -Based Locally Developed SLMs	English
	Filipino		Filipino
	Aral Pan		Aral Pan
	EPP/TLE		EPP/TLE
Modules (CO/Locally developed) RM No. 322, s. 2020 Inventory of MELCs -Based Locally Developed SLMs	Mathematics	Textbooks (with WLP and AS) RM 294, s. 2020 Availability of the Budget of Work of MELCs RM 297, s. 2020 Availability of Inventory of Textbooks Containing MELCs	Mathematics
	Science		Science
	MAPEH		MAPEH
	EsP		EsP

3. The succeeding months per quarter shall follow the same procedure so that there shall be no exchanging of SLMs and textbooks by the students.

4. The provision of SLMs and textbooks to students shall be monthly; however, the follow-up by the teachers in safe modalities shall be on regular basis.

5. The Schools Division Offices (SDOs) shall adopt other appropriate modalities depending on the number of students and teachers in schools and the availability of SLMs and textbooks.

6. Immediate dissemination of this Memorandum to all concerned is highly appreciated.

L. l. g.

FRANCIS CESAR B. BRINGAS, CESO IV

Regional Director *[Signature]*

Encl: None

Reference: None.

To be indicated in the Perpetual Index under the following subjects:

ADM SLMs TEXTBOOKS

CLM/imh

09/3/20

[illegible]

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