



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

July 1, 2020

REGIONAL MEMORANDUM

No. **339**, s. 2020

**ADDENDUM TO REGIONAL MEMORANDUM NO. 33, S. 2020 RELATIVE TO DEPED
ORDER NO. 013, S. 2020 ENTITLED "READINESS ASSESSMENT CHECKLIST
FOR LEARNING DELIVERY MODALITIES IN THE LEARNING
CONTINUITY PLAN OF PRIVATE SCHOOLS**

To: Schools Division Superintendents
Regional Office Division Chiefs
Private Elementary and Secondary School Heads
All Others Concerned

1. In addition to Regional Memorandum No. 33 s. 2020 relative to DepEd Order No. 013, s. 2020 dated June 19, 2020: **READINESS ASSESSMENT CHECKLIST FOR LEARNING DELIVERY MODALITIES IN THE LEARNING CONTINUITY PLAN OF PRIVATE SCHOOLS**, a Readiness Assessment Checklist format is hereby attached for guidance of all concerned.
2. The Schools Division Offices (SDOs) are advised to provide technical assistance to the private schools and check the correctness, completeness and authenticity of the required documents before endorsing to DepEd Regional Office VIII. **Submission** of the said required documents is **fifteen days prior to its proposed opening of classes**.
3. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO IV
Director IV 

References: DepEd Order No. 007, s. 2020
DepEd Order No. 13, s. 2020
REGIONAL MEMORANDUM No. 33, s. 2020

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

EVALUATION

MONITORING

QAD- RRC



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ISO 9001:2015 Certified

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READINESS ASSESSMENT CHECKLIST FOR LEARNING DELIVERY MODALITIES IN THE LEARNING CONTINUITY PLAN OF PRIVATE SCHOOLS

A. NON-NEGOTIABLE MINIMUM REQUIREMENTS FOR ONLINE DISTANCE LEARNING (ODL)/BLENDED LEARNING (F2F and ODL)

	STAKEHOLDERS	AREA OF READINESS	PARTICULARS	YES	NO	NARRATIVE
Requirement that MUST be available						
1	School	Platform Support	The school has an educational platform or Learning Management System (LMS), either subscription-based or locally developed			
2	School	Platform Support	The school has the technical expertise to run and support the educational platform 24/7. Technical expertise can be in-house or outsourced or a combination, depending on the nature of the deployment. The more in-house/locally developed is the hosted platform, the higher the degree of the technical support personnel required.			
3	School	Platform Support	The school has email facility or domain name for all teachers and users. NOTE: The school can outsource.			
4	School	Platform Support	The school has helpdesk personnel working under the platform managers whose main task will be to directly answer usage queries of both teachers and students.			
5	School	Content	The school has complete and appropriate content for Quarter 1 in the platform.			
6	School	Assessment	Together with the content, the school has proper assessment (e.g. quiz, exams) available in the platform. The same assessment should be regularly reviewed and updated.			
7	School	Teacher	The school has institutionalized the training and updating of teachers to be more technologically adept.			
8	School	Teacher	Teachers have access to device/ and connectivity at the school.			
9	Learners	Learners	The learners have access to the necessary resources (device/s, connectivity) to access the lessons			
10	Learners	Parents	The parents have expressed willingness for the option of online distance learning for their children			
Requirements that should be addressed by the school as soon as possible						
11	School	Governance	The school orients the teachers, parents and learners about the online learning policies and directions to ensure that everyone is properly informed and guided.			
12	School	Continuance	The school has technology knowledge enhancement program wherein regular trainings or seminars are given to teachers, students, and parents to make them embrace the technology.			
13	School	Teacher	The teachers are well oriented on the DepEd Policies relating to online distance learning and the freely access the needed resources accorded by the Department like DepEd Commons and LRMS.			
14	Learners	Parents	The parents are willing to co-supervise and co-monitor the progress of their children's online learning.			

Documents to be submitted for ONLINE Distance Learning (ODL)/ Blended Learning (F2F and ODL):

- 1) School's Omnibus Certificate of Compliance to the minimum requirements set by DepEd for Online Distance Learning as contained in the checklist above.
- 2) Certification from the private school that it has IT infrastructure with technology support for the following:
 - a. Internet service provider and its bandwidth;
 - b. Web hosting service provider;
 - c. Technical support for learners and other users (parents, guardians);
 - d. Its own Learning Management System or outsourced online system to support the learning modality.
- 3) Disclosure of Essential e—learning applications (whether the school will use available applications like MS Office 365, Moodle, Google Suite for Education, and others which are either outsourced or locally developed).
- 4) Statement of Undertaking signed by the school head/administrator that courseware for each learning area in different grade levels are available and ready for the school year. Courseware refers to a self-learning package in digital format provided for learners for independent study, and the set of educational materials in digital format for use of teachers in instruction delivery.
- 5) Statement that ensures accessibility of e-learning platform for Users (admin, teachers, learners, parents).
- 6) Detailed discussion on Curricula Implementation, including a statement that complies with the minimum requirement of DepEd in terms of learning competencies, time allotment, and promotion and retention.
- 7) Certification that the school has a Teacher Professional Development /Training Plan to adequately prepare teachers, and other relevant personnel for the implementation of Online Distance Learning.
- 8) Certification of the existence of an Orientation –Training Plan for parents for the implementation of Online Distance Learning.
- 9) Scanned copy of the permit to operate or government recognition.
- 10) Statement of Undertaking that tuition and other school fees are properly consulted with the parents.

B. NON-NEGOTIABLE MINIMUM REQUIREMENTS FOR MODULAR DISTANCE LEARNING (MDL) / BLENDED LEARNING (F2F and MDL)

	STAKEHOLDERS	AREA OF READINESS	PARTICULARS	YES	NO	NARRATIVE
Requirement that <i>MUST</i> be available						
1	School	Governance	The school orients the teachers, parents and the learners about the modular learning policies and directions to ensure that everyone is properly informed and guided.			
2	School	Content	The school has complete and appropriate content (Learning Modules/ Self-Learning Modules in print and e-copy for those with device) for Quarter 1 available for distribution to learners.			
3	School	Content	The school has available reference/ supplementary materials for distribution to the learners.			
4	Learners	Parents	The parents have expressed willingness for the option of modular distance learning for the children.			
5	Learners	Parents	The parents are willing to co-supervise and co-monitor the progress of their children's modular distance learning.			

Documents to be submitted for Modular Distance Learning (MDL)/ Blended Learning (F2F and MDL):

1. School's Omnibus Certificate of Compliance to the minimum requirements set by DepEd for Modular Distance Learning as contained in the checklist above.
2. Statement of Undertaking signed by the school head / administrator that learning materials in print/e-copy or courseware (for those with computers only) for each learning area in different grade levels are available and ready for the said school year.
3. Statement of Undertaking that tuition and other school fees are properly consulted with the parents.
4. Detailed discussion on the Curricula Implementation, including statement that it complies with the minimum requirement of DepEd in terms of learning competencies, time allotment, and promotion and retention.
5. Certification that the school has a Teacher Professional Development / Training Plan to adequately prepare teachers and other relevant personnel for the implementation of Modular Distance Learning.
6. Certification of the existence on an Orientation –Training Plan for the parents for the implementation of Modular Distance Learning.
7. Scanned copy of the permit to operate or government recognition.

C. NON-NEGOTIABLE MINIMUM REQUIREMENTS FOR TV/RADIO-BASED INSTRUCTION / BLENDED LEARNING (F2F and TV-RBI)

	STAKEHOLDERS	AREA OF READINESS	PARTICULARS	YES	NO	NARRATIVE
Requirement that MUST be available						
1	School	Governance	The school orients the teachers, parents and learners about the TV/Radio-Based Instructional policies and directions to ensure that everyone is properly informed and guided.			
2	School	Governance	The school has a MOA / MOU with the Television Network or Radio Station for the needed airtime/slot.			
3	School	Content	The school has complete and appropriate content (Learning Modules/Self-Learning Modules in video format and radio-based lesson format/radio script as well as in print/e-copy) for the Quarter.			
4	School	Content	The school has available reference/supplementary materials for distribution to the learners.			
5	Parents	Learners	The parents ensure children's access to television and radio.			
6	Learners	Parents	The parents have expressed willingness for the option of TV/Radio-Based Instruction for their children.			
	Learners	Parents	The parents are willing to co-supervise and co-monitor the progress of their children's learning as well as provide guidance to their children.			

Documents to be submitted for TV / Radio-Based Instruction / Blended Learning (F2F and TV-RBI):

1. School's Omnibus Certificate of Compliance to the minimum requirements set by DepEd for TV/Radio – Based Instruction as contained in the checklist above.
2. Copy of the MOA / MOU between the private school and the television network and / or radio station.
3. Statement of Undertaking signed by the school head/administrator that video-taped/ radio-based learning materials for each learning area in different grade levels are available and ready for the school year, as well as print/e-copy or courseware, whichever is applicable to complement TV/Radio-Based Instruction.
4. Detailed Discussion on Curricula Implementation, including a statement that it complies with the minimum requirements of DepEd in terms of learning competencies, time allotment, and promotion and retention.
5. Certification that the school has a Teacher Professional Development/ Training Plan to adequately prepare teachers and other relevant personnel for the implementation of TV / Radio-Based Instruction.

6. Certification of the existence of an Orientation-Training Plan for parents for the implementation of TV/Radio-Based Instruction.
7. Scanned copy of the permit to operate or government recognition.
8. Statement of Undertaking that tuition and other fees are properly consulted with the parents.

Validated by:

DIVISION REVIEW EVALUATION COMMITTEE (DREC)

Division Private School Coor.

SGOD Chief

Recommending Approval:

Asst. Schools Division Superintendent

Approved:

Schools Division Superintendent

CONFORME:

School Head/Administrator