



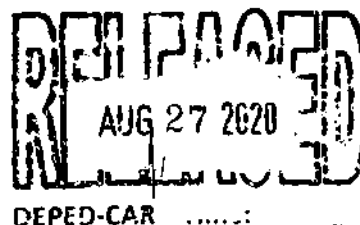
Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region

August 24, 2020

**REGIONAL MEMORANDUM**

No. 257.2020

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



**GUIDANCE TO SCHOOLS DIVISION OFFICES  
ON THE CONDUCT OF OPLAN BALIK ESKWELA FOR SY 2020-2021**

1. Pursuant to the BE-LCP, DepEd-CAR's Learning Continuity Operational Plan, and DepEd Memorandum No. 53 on the Joint Implementing Guidelines on the 2020 Brigada Eskwela and Oplan Balik Eskwela relative to the COVID-19 Situation, the DepEd-CAR, issues this Memorandum to Schools Division Offices to provide guidance to SDOs on the conduct of Monitoring and Evaluation before, during, and after school opening for SY 2020-2021.
2. The approved theme for the joint 2020 BE and OBE shall be "Pagpapanatili ng Bayanihan Tungo sa Kalidad na Edukasyon para sa Kabataan". The slogan shall be "Bayanihan sa Paaralan". With the aim of promoting sustainable and safe living, the slogan highlights the application of knowledge and convergence of efforts to address the required health standards and social issues at home, in school, and in the community in the context of COVID-19.
3. Oplan Balik Eskwela shall continue to address frequently asked questions by parents and learners relative to enrolment, attendance, and other relevant DepEd policies, rules, and regulations on class opening. Moreover, each SDO shall organize its own Monitoring team to ensure readiness of schools and stakeholders for the coming school year.
4. Attached in Enclosure 1 is the Contextualized Oplan Balik Eskwela Monitoring Tool. To ensure strict observance of Health protocols, such were integrated in every stage of the learning modality flow.
5. Results of the SDO monitoring shall be consolidated by the SDO-SGOD to be submitted through email at [ftad.depedcar@gmail.com](mailto:ftad.depedcar@gmail.com) based on the following schedules:



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Monitoring Stage	Tool	Duration of Conduct	Submission to FTAD
Initial/Pre-School Opening	Enclosure Stages 1 to 2	1 August 24 to Sept. 11	September 15
Class Opening	Enclosure Stages 1 to 4	1 September 28 to October 9	October 13
Post-Class Opening	Enclosure Stages 1 to 5	1 October 12 to 16	October 20

6. To ensure that smooth preparations are undertaken prior to, during, and after school opening, a series of activities are suggested in Enclosure 2. These activities shall guide our SDOs in synchronizing their plans. SDOs may add activities deemed significant and relevant based on their context.
7. Immediate and widest dissemination of this Memorandum is desired.

  
**MAY B. ECLAR, PhD, CESO V**  
Regional Director





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**Enclosure 1**

**CONTEXTUALIZED DIVISION OPLAN BALIK ESKWELA MONITORING FORM**

<b>I. BASIC INFORMATION</b>	
<b>Name of School:</b>	<b>School ID:</b>
<b>Name of School Head:</b>	<b>Number of Teachers:</b>
<b>Type of School:</b>	Please check: <input type="checkbox"/> Private <input type="checkbox"/> Elementary <input type="checkbox"/> Secondary  <input type="checkbox"/> Public <input type="checkbox"/> Elementary <input type="checkbox"/> Secondary (SHS only) <input type="checkbox"/> Integrated <input type="checkbox"/> ALS CLC <input type="checkbox"/> Secondary (JHS only) <input type="checkbox"/> Secondary (JHS and SHS) <input type="checkbox"/> Multigrade <input type="checkbox"/> SPED Center <input type="checkbox"/> Elementary/Secondary with ALS
<b>Date of Monitoring</b>	
<b>Monitoring Strategy</b>	Please check <input type="checkbox"/> Field monitoring/On-site Monitoring <input type="checkbox"/> Online Monitoring <input type="checkbox"/> Focus Group Discussion (Please check: ____face to face ____online) <input type="checkbox"/> Others (please specify): _____

**II. SIGNIFICANT DATA**

**A. ACTUAL ENROLMENT (AS TO DATE)**

Grade/Level	Number of Learners
Kindergarten	
Grade 1	
Grade 2	
Grade 3	
Grade 4	
Grade 5	
Grade 6	
Grade 7	
Grade 8	



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Grade 9	
Grade 10	
Grade 11	
Grade 12	
<b>TOTAL</b>	

**B. ON DISTANCE LEARNING MODALITIES**

Grade level	Number of Learners using the chosen modality/ies				
	MODULAR	RBI	TVI	Online	Blended (combination <b>MODULES</b> , <b>RBI, TVI, Online</b> )
K					
G1					
G2					
G3					
G4					
G5					
G6					
G7					
G8					
G9					
G10					
G11					
G12					
Total					

**C. AVAILABILITY OF LEARNING RESOURCES PROVIDED TO LEARNERS**



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Grade level	SELF-LEARNING MODULES (printed)	SLMs in INTERACTIVE DIGITAL FORMAT	INCLUSIVE E-BOOK	VIDEO-TAPED LESSONS	AUDIO-TAPED LESSONS
K					
G1					
G2					
G3					
G4					
G5					
G6					
G7					
G8					
G9					
G10					
G11					
G12					
Total					



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III. READINESS ASSESSMENT FOR THE DISTANCE LEARNING DELIVERY MODALITY							
Flow of Home-Based Learning through DLD	Time Frame/Frequency of Monitoring	Areas to Monitor	SDO Monitoring Team Remarks/Observations	Readiness Level (for RO only)			
				Advanced (76 to 100% compliance)	Progressing (51 to 75% compliance)	Catching Up (26 to 50% compliance)	Lagging Behind (0 to 25% compliance)
Stage 1 Preparation of the learning materials, weekly study guides and other resources for distance learning	August 24 to September 11, 2020	School observes the required health protocols as specified: (Yes or No)					
		1. There is a designated area for packing of modules <ul style="list-style-type: none"> <li><input type="checkbox"/> Wooden table tops covered with glass or plastic for easier disinfection</li> <li><input type="checkbox"/> Science laboratory tables if available</li> <li><input type="checkbox"/> If multiple personnel will be working in an enclosed space:               <ul style="list-style-type: none"> <li>o Traffic flow: separate ENTRANCE from EXIT</li> <li>o Signages or floor markings for Physical distancing and routing traffic</li> </ul> </li> </ul> 2. Personnel handling materials wear appropriate Personal Protective Equipment (PPE) while handling the materials <ul style="list-style-type: none"> <li><input type="checkbox"/> Explanation: Human skin contain normal flora (bacteria) and exhaled air during coughing/sneezing/talking have droplets with bacteria. The objective is to make sure the person handling the material does not transfer any microorganism (bacteria, virus, fungi) to the materials being packed</li> <li><input type="checkbox"/> Face mask, elastic (rubber) gloves</li> </ul>					



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		<ul style="list-style-type: none"><li>○ For enclosed workspaces with multiple personnel, include face shield</li></ul> <p>3. Disinfection is practiced</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Practice hand hygiene prior to putting on PPE</li><li><input type="checkbox"/> Disinfect workspace prior and after using the area<ul style="list-style-type: none"><li>○ Refer/review sanitation procedures: reference and link below</li></ul></li><li><input type="checkbox"/> Disinfect received package of modules prior to opening</li></ul> <p>4. The following reminders are followed:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Do not touch your skin with your gloved hand.</li><li><input type="checkbox"/> Make sure that the hands are dry (after hand hygiene) before touching anything</li></ul> <p>It is best that the packet for the modules are plastic for easier disinfection</p>		
		Number of teachers/school personnel with pre-existing health condition and/or disease		
		Number of teachers oriented on the KALINGA CENTER/KARAMAY/LINGAP?		
		Number of School heads that attended the psychosocial first aid sessions initiated by the Region or Division?		
		Number of teachers across grade levels and learning areas that attended psychosocial first aid sessions initiated by the Region or Division?		



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		Number of volunteer teachers or stakeholders that attended psychosocial first aid sessions initiated by the Region or Division?	
		Number of school personnel trained for the Distance Learning Delivery modality opted for?	
		Number of school personnel trained to convert SLMs to PDF flat, interactive digital format, inclusive e-books, video-taped lessons and radio-scripts from SLMs?	
		Number of community learning facilitators/volunteers to support learners while learning from home?	
		Number of learners to be provided with community learning facilitators/volunteers	
		Number of trained community learning facilitators/volunteers	
		Number of untrained community learning facilitators/volunteers	
		Is there an assigned personnel in the school who will respond to queries from families and community learning facilitators aside from the teacher? (If Yes, 100% compliance; if No 0% compliance)	
<b>Stage 2</b> Packaging of instructional Packet	September 5 to 11, 2020	Ratio of instructional packets to learners?	
		Are the following materials provided in the instructional packets?	
		a. SLMs in all subjects	
		b. Activity/work sheets	
		c. Weekly home learning plan for weeks 1 to 4	
		d. Home learning tasks of learners in all subjects	



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		e. CD/Flash drives containing the digital formats of all learning tasks and SLMs in all subjects, video-taped lessons and radio-scripts from SLMs f. Parent's Guide g. Parent/Guardian/Learner Feedback Forms h. COVID-19 Protocol and other health reminders i. Procedures on the distribution and retrieval or collection of materials j. Individual monitoring plan for learners observed or assessed to have academic challenges k. Others (Please identify)		
		Number of weeks or months given to learners to accomplish all the learning tasks provided in the instructional packet?		
<b>Stage 3</b> Instructional Packet Distribution	September 12 to 25, 2020	School observes the required health protocols as specified: (Yes or No) 1. There is a designated area for picking up modules <input type="checkbox"/> If in school: <ul style="list-style-type: none"> <li>Area should preferably be near the school entrance</li> <li>Traffic flow: separate ENTRANCE from EXIT</li> <li>Signages to guide parents/guardian: Grade/section</li> <li>Facilitated distribution: school personnel to hand off the modules to the parents/guardian</li> <li>Visitor/Receiving logbook for monitoring and contact tracing</li> </ul> <input type="checkbox"/> If at a drop-off point: <ul style="list-style-type: none"> <li>Enclosed water-proof container for modules at drop-off points</li> </ul>		



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		<ul style="list-style-type: none"><li>o Sheltered from the rain</li><li>o Packets are visibly marked for easy distribution</li></ul> <p>2. Personnel handling materials wear appropriate Personal Protective Equipment (PPE) while handling the materials</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Explanation: Human skin contain normal flora (bacteria) and exhaled air during coughing/sneezing/talking have droplets with bacteria. The objective is to make sure the person handling the material does not transfer any microorganism (bacteria, virus, fungi) to the materials being handled</li><li><input type="checkbox"/> Face mask, elastic gloves</li><li><input type="checkbox"/> Direct Physical Contact should be limited as much as possible</li></ul> <p>3. Disinfection is practiced</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Practice hand hygiene prior to handling modules</li><li><input type="checkbox"/> Hand hygiene should be practiced by both giver and receiver of modules</li><li><input type="checkbox"/> Disinfect workspace prior and after using the area</li><li><input type="checkbox"/> Disinfect received package of modules prior to opening</li></ul> <p>4. The following reminders are observed:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Orient/Instruct personnel in-charge of drop-off/pick up areas outside the school on proper handling of modules</li></ul>		
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		<input type="checkbox"/> Hand sanitizers/ handwashing facilities should be available at or near the distribution areas <ul style="list-style-type: none"> <li>o Provide PPE and sanitizers for off-school areas</li> </ul>	
		<input type="checkbox"/> Do not touch your skin with your gloved hand.	
		<input type="checkbox"/> Make sure that after hand hygiene, the hands are dry before touching anything	
		<input type="checkbox"/> It is best that the packet for the modules are plastic for easier disinfection	
		Distributed the instructional packets to learners through the following:	
		a. Dap-ayan ti parentes	
		b. School-on-wheels project	
		c. Barangay or Community Learning Center Delivery Support	
		d. Others (please specify)	
Stage 4 Learning Delivery	September 28 to October 1	Number of guardians or para-teachers (who will help in supervising learners from home) attending weekly orientations?	
		Is there an area in the community designated by the schools as pick up points of instructional packets for parents who cannot go to school?	
		What mechanism is used by the schools to monitor if the instructional packets are received by parents or learners?	
		Number of parents oriented on the psychosocial first aid?	
		Number of parents oriented on the contents of the instructional packets and the accomplishment of the modules	



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	October 5 onwards	What support systems are provided for the learners? (Please check those that apply) <input type="checkbox"/> para-teachers <input type="checkbox"/> home visitation <input type="checkbox"/> open communication lines/school help desk <input type="checkbox"/> others <input type="checkbox"/> none		
		Any issues and concerns about the support system provided?		
		Was parent-teacher conference conducted? When?		
		Please identify specific issues and concerns relative to learning at home		
		How were these issues or concerns addressed?		



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		Health protocols in the conduct of limited face to face orientations are observed (Yes or No)		
		* There is an area designated for limited face-to-face orientation		
		* Appropriate PPE is worn throughout the activity		
		* Disinfection was conducted		
		* The following reminders must be highly considered: <ul style="list-style-type: none"><li><input type="checkbox"/> Orient/Remind participants of the health practices prior to start of the activity.</li><li><input type="checkbox"/> Visitor logbooks properly filled up for monitoring and contact tracing</li><li><input type="checkbox"/> Hand sanitizers/ handwashing facilities should be available at or near the activity area</li><li><input type="checkbox"/> During meals:<ul style="list-style-type: none"><li><input type="checkbox"/> Packed meals are preferred</li><li><input type="checkbox"/> If buffet, it should be facilitated; this means that the serving utensils are handled by a server</li><li><input type="checkbox"/> Physical distancing should still be observed.</li><li><input type="checkbox"/> Avoid speaking while eating to prevent generation of saliva droplets which contains microorganisms. Remember that masks are removed while eating. The risk of inhaling droplets sprayed through talking/sneezing/coughing is higher</li></ul></li><li><input type="checkbox"/> Masks should be maintained while speaking to prevent droplet sprays</li></ul>		



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		<ul style="list-style-type: none"> <li>○ If there is hearing impairment among participants and lip reading is necessary to understand speaker, the mask may be removed but ensure the following:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Proper air ventilation is warranted</li> <li><input type="checkbox"/> Speaker maintains at least 2 meters distance from participants</li> <li><input type="checkbox"/> Proper cough etiquette is observed</li> <li><input type="checkbox"/> Face shield should at least be used by the speaker</li> <li><input type="checkbox"/> All listeners should be wearing their masks properly</li> </ul> </li> </ul>		
		Health protocols in the conduct of home visitations are observed (Yes or No)		
		*There is a designated area for limited face-to-face which should be compliant with the health standards (open space is preferred)		
		*Appropriate PPE is worn throughout the activity		
		*Proper disinfection procedures are conducted		
		* Other Reminders: <ul style="list-style-type: none"> <li><input type="checkbox"/> Orient/Remind participants of the health practices prior to start of the activity.               <ul style="list-style-type: none"> <li>○ Do not start until health standards are met                   <ul style="list-style-type: none"> <li>✓ Face mask</li> <li>✓ Hand sanitation/ disinfection</li> <li>✓ Physical distancing</li> </ul> </li> </ul> </li> <li><input type="checkbox"/> Hand sanitizers/ handwashing facilities should be available at or near the activity area</li> </ul>		



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		<input type="checkbox"/> Duration of visit should be less than 45 minutes; less than 15 minutes if the area has poor ventilation <input type="checkbox"/> Sharing meals during visits is discouraged. <input type="checkbox"/> Masks should be maintained while speaking to prevent droplet sprays <ul style="list-style-type: none"> <li>○ If there is hearing impairment among participants and lip reading is necessary to understand speaker, the mask may be removed but ensure the following:             <ul style="list-style-type: none"> <li>✓ Proper air ventilation is warranted</li> <li>✓ Speaker maintains at least 2 meters distance from participants</li> <li>✓ Proper cough etiquette is observed</li> <li>✓ Face shield should at least be used by the speaker</li> </ul> </li> </ul>	
<b>Stage 5</b> Collection of Instructional Packets	One week after October 5	School observes health protocols likewise required during the distribution stage (Yes or No)	
		Collected the instructional packets from the learners through the following:	
		a. Dap-ayan ti parentes (parent/guardian brings instructional packet at school)	
		b. School-on-wheels project	
		c. Teacher collects it from designated areas	
		d. Others (please specify)	
<b>Notable Findings:</b>			
<b>Monitoring Team:</b>			



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**Enclosure 3**

**Suggested Plans for the Pre and Post-Opening of Classes  
School Year 2020-2021**

Objectives	Timeline	Office/s Responsible
<b>PRE-OPENING ACTIVITIES</b>		
1. Monitoring the readiness of the schools using the Contextualized OBE Monitoring and Evaluation Tool	August 24 to October 1, 2020	RO-RFTAT and SDO FTAT
2. Continuous training of teachers, SHs, PSDSs	August 24 to September 18	SDO
3. Deployment of an online help desk system to cater to issues and concerns from the public and private stakeholders	September 4 onwards	RO-ICTU and SDO-ICT
4. Video run of the "DamiKnow" You tube Channel for teachers, parents, and learners	September 1 onwards	RO-CLMD, PAU
5. Video run of the Project "Safe Working and Learning Spaces" or "Handang Paaralan – Ligtas na Kinabukasang" through Facebook	September 1 to October 5	RO-ESSD and SDO-SGOD (Medical Officers and DRRM Coordinators)
6. Conduct of MHPSS activities for teachers and learners	September 14 to 30	SDO-SGOD
7. Conduct of Kapihan sa Cordillera	September 15	RD and SDSs
8. Ecumenical limited face to face gathering to bless the new SY to be live streamed via DepEd Tayo Cordillera fb page	September 18	RO
9. Readiness Shout-out for SY 2020-2021 with Press Conference/ReADiSETCARGO (Virtual and via Microsoft Teams/Zoom)	September 23	RO-PAU and SDO-PIO
10. Monitor and evaluate compliance in the preparation of learning plans	September 2 to October 2	SDOs



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11. Distribution of SLMs to Schools	September 21 to October 2	SDOs
12. Conduct of risk assessment of schools (in coordination with PNP, Barangay and Municipal LGU-MHO, LRRMO) to ensure the protection, health and safety of learners and personnel .	September 1 onwards	SDOs and Schools
13. Cleaning, disinfection of schools, and posting safety and health standards and processes in the school	September 21 onwards	Schools
14. Orientation of Teacher Assistants/volunteers who will provide support in the delivery of learning	September 21 to 23	Schools
15. Continuous orientation on the roles of parents on distance education	September 21 to 23	Schools
16. Posting schedules and references for drop-off and pick-up points of SLMs	September 21 to 30	Schools
17. Hanging of streamers in schools and community areas announcing opening of classes	September 21 to October 4	Schools
18. Simultaneous conduct of Division Virtual Take-off Ceremony of the Opening of Classes	October 2	SDOs
<b>POST-OPENING ACTIVITIES</b>		
1. To monitor the delivery of learning	October 19 to 23, 2020	RO – RD, ARD, CLMD SDO – SDS, CID
2. To continuously provide technical assistance to SDOs and Schools	October 5 onwards	RO Functional Divisions
3. To ensure continuous development and quality assurance of learning resources	October to November 2020	RO – RD, ARD, CLMD SDO – SDS, CID
	October onwards	RO – RD, ARD, CLMD SDO – SDS, CID
4. To conduct remote assessment of learning outcomes through the Regional Assessment Test (leading to research)	November 6, 2020	RO – RD, ARD, CLMD SDO – SDS, CID



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5. Gesture for the future	October 15 onwards	SDO
6. To Conduct monitoring on the participation and effectiveness on the learning and development attended by teachers and school leaders in preparation for the school opening	October 5 onwards	HRDD



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