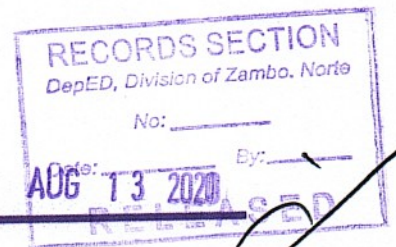




Republic of the Philippines  
 Department of Education  
 Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**



Division Memorandum No. 215 s. 2020

**TO:** Public Schools District Supervisors  
 School Principals (Elementary and Secondary)  
 School Teachers  
 All Others Concerned

**FROM:**  **MA. LIZA R. TABILON EdD, CESO V**  
 Schools Division Superintendent

**SUBJECT:** PROVISION AND UTILIZATION OF SELF-LEARNING MODULES (SLMs) TO ALL SCHOOLS

**DATE:** August 13, 2020

1. The Department of Education braces the “new normal” in the opening of classes this coming August 24, 2020 amidst pandemic.
2. With the view of ensuring learning continuity using the Modular Distance Learning Modality (MDLM), the Schools Division of Zamboanga del Norte through the Curriculum Implementation Division (CID) developed Self-Learning Modules across all learning areas in all grade levels. Moreover, a number of learning modules were also prepared by the Central Office and the Regional Office as well but are still incomplete.
3. Per Regional Order dated July 27, 2020, this office opted the adoption of the region-initiated MELC Blended Modules for Grades 3 to 10 and the delivery of which are still ongoing. These will be distributed to schools prior to opening of classes with 1:1 ratio of module per learner each week. The basis of the distribution shall be the number of enrolment submitted online thru accomplished Learner Enrolment and Survey Form.
4. Paragraph 2 of Regional Order No. 2, s. 2020 provides that Division Offices shall be responsible in the preparation of learning modules for Kindergarten, Grades 1, 2, 11 & 12. Recently, the Central Office also provided a soft copy of its available initiated SLMs to be utilized by all schools through the LRMS. For the maximum utilization of these modules from the different levels, this office decided to prioritize the most needed materials that will suit to the needs in the context of the learners. The soft copies of the selected learning modules shall be distributed to schools through the district offices for in-house reproduction.
5. The list of prioritized modules including buffers is hereby attached in this memorandum. The following instructions will serve as a guide on the utilization:
  - Kindergarten and Learners with Disabilities-Non-Graded (LWDs-NG) will utilize the division-initiated modules.

**N**-avigating  
**O**-pportunities to  
**R**-engineer for  
**T**-ransformation &  
**E**-mpowerment



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- Grades 1 to 2 will utilize the available Central Office-initiated modules while the prioritized division-initiated module per subject area shall serve as buffers.
- Grades 3 to 10 will utilize the hard copies from the region while prioritized central and division-initiated modules will serve as buffers.
- Senior High School will utilize the available CO initiated modules while the prioritized division-initiated shall serve as buffers.

6. It is hereby advised that buffers shall only be provided to the learners who can finish before the given time. In any case that the learners need additional buffers when done with the required and prioritized modules, the schools have the option to use available supplementary materials such as but not limited to learning activity sheets and mapped activities found in textbooks which are aligned with the MELCs and purposeful to the development of the 21<sup>st</sup> century skills of the learners.

7. A suggested schedule of module distribution for quarter 1 is hereby attached. It is expected that every learner shall receive one (1) module per week from Kindergarten to Grade 12 as assigned in the attached schedule. All school heads are given the full responsibility in the equal distribution of modules across learning areas in all grade levels.

8. To emphasize, this office reiterates everybody's observance of minimum health standards and protocols during the conduct of any activity and in the performance of one's duties and responsibilities to contain/prevent the spread of COVID-19.

9. Widest dissemination of this memorandum is desired.

Encl.:

As stated

Reference: Regional Order No. 02 s. 2020

ABZ70/Provision and Utilization of SLMs to all Schools DM06-2020/08132020

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O-pportunities to  
R-eengineer for  
T-ransformation &  
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**Schedule of Module Distribution Per Week for Quarter I**

Grade Level	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
1. Kindergarten	One Module per Week							
	For Fast Learners Classes:							
2. Grade 1	MTB-MLE Wk 1-A & Wk 1-B	MTB-MLE Wk 2-A & Wk 2-B	Math	Science (SSP)	Aral Pan	ESP	Music and Arts	PE and Health
	For Regular Classes:							
	MTB-MLE Wk 1-A & Wk 1-B	MTB – MLE Wk 2-A & Wk 2-B	Math	Aral Pan (non SSP)	ESP	Music and Arts	PE and Health	Enrichment and Review of Module (Learner has Difficulty)
	For Fast Learners Classes:							
3. Grade 2	For Regular Classes:							
	MTB – MLE Wk 1-A & Wk 1-B	English	Math	Filipino	Science (SSP)	Aral Pan	ESP	MAPEH
4. Grade 11	For Regular Classes:							
	MTB – MLE Wk 1-A & Wk 1-B	English	Math	Filipino	Aral Pan	ESP	Music and Arts	PE and Health
5. Grade 12	For Regular Classes:							
	Modules with English as Medium of Instruction	Modules with Filipino as Medium of Instruction	Modules with English as Medium of Instruction	Modules with Filipino as Medium of Instruction	Modules with English as Medium of Instruction	Modules with Filipino as Medium of Instruction	Modules with English as Medium of Instruction	Modules with Filipino as Medium of Instruction



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**Schedule of Module Distribution Per Week for Quarter I**

Grade Level	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
1. Kindergarten	One Module per Week							
2. Grade 1	For Fast Learners Classes:							
	MTB-MLE Wk 1-A & Wk 1-B	MTB-MLE Wk 2-A & Wk 2-B	Math	Science (SSP)	Aral Pan	ESP	Music and Arts	Music and Arts
	For Regular Classes:							
	MTB-MLE Wk 1-A & Wk 1-B	MTB - MLE Wk 2-A & Wk 2-B	Math	Aral Pan (non SSP)	ESP	Music and Arts	PE and Health	Enrichment and Review of Module (Learner has Difficulty)
3. Grade 2	For Fast Learners Classes:							
	MTB - MLE Wk 1-A & Wk 1-B							
	English	Math	Filipino	Science (SSP)	Aral Pan	ESP	MAPEH	
4. Grade 11	For Regular Classes:							
	MTB - MLE Wk 1-A & Wk 1-B							
	English	Math	Filipino	Aral Pan	ESP	Music and Arts	PE and Health	
5. Grade 12	Modules with English as Medium of Instruction							
	Modules with English as Medium of Instruction	Modules with Filipino as Medium of Instruction	Modules with English as Medium of Instruction	Modules with Filipino as Medium of Instruction	Modules with English as Medium of Instruction	Modules with Filipino as Medium of Instruction	Modules with English as Medium of Instruction	Modules with Filipino as Medium of Instruction



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DEPARTMENT OF EDUCATION  
Regional Office IX, Zamboanga Peninsula

July 27, 2020

REGIONAL ORDER  
No. 02 s. 2020

**POLICIES ON THE PREPARATION OF THE DIVISION LCP IMPLEMENTATION**

**TO: ALL SCHOOLS DIVISION SUPERINTENDENTS  
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS  
REGIONAL CHIEFS, DIVISION CHIEFS  
REGIONAL, DIVISION, DISTRICT SUPERVISORS  
SCHOOL PRINCIPALS/ADMINISTRATORS**

1. This Office entrusted to all Schools Division Superintendents, the following responsibilities in view of the late submission of documents/LCP learning modules, to wit:
  - 1.1 The certification and validation on the ownership/copyright/validity/reliability of the Learning Modules produce by the Division Offices.
  - 1.2 It can be noted in the Regional Telecon as of Saturday, January 25, 2020, the RO received the following modules:

**Table 1**

Modules Submitted to Regional Office							
Grade Levels	Dapitan City	Dipolog City	Isabela City	Pagadian City	Zamboanga City	Zamboanga del Norte	Zamboanga del Sur
Kindergarten							10
Grade 1							
Grade 2	1					10	
Grade 3	25					2	
Grade 4	17						
Grade 5	25						
Grade 6	28					11	
Grade 7							
Grade 8						9	
Grade 9	1						
Grade 10						8	
SHS (Core)							
<b>TOTAL</b>	<b>95</b>					<b>40</b>	<b>10</b>

- 1.3 Premise on the above, and considering the timeframe in the productions/reproduction of the Learning Modules, the Division Offices should ensure modules are now on the process of bidding/BAC related process in order that modules be ready to be distributed to the learners on August 24, 2020 with the following standards:
  - a) Each learner should receive at least 1 module for complete 8 subject learning areas per week.
  - b) Since there are 8 weeks In Quarter One, the Division Offices should ensure that a minimum set of 8 modules be given to a learner for Quarter One.



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cc: ORD, ARD, RO Chiefs, QMS, Units, File  
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- c) Again, it is reiterated that content/originality/authorship and establishment of adaptations be the responsibility of the Division Office as there was a lapse in the submission of modules for the Region to review and validate and certify. Also, all BAC procedures entail 21-27 days, thus Division Office should now process procurement to make sure that all learners should receive modules during opening of classes particularly for (Kindergarten, Grade 1 to Grade 12) on August 24, 2020.
2. The RO has downloaded funds for the production and reproduction of Learning Modules as of July 17 and 20, 2020. An advice was made regarding the responsibility of Division Offices to prepare the modules for Kindergarten, Grades 1 & 2 and Grades 11 & 12, as the Regional Office has also prepared MELC Blended Modules for Grades 3 to 10 already. However, Division Offices has full discretion which modules to reproduce/use.
  3. Provisions of D.O. No. 14 and D.O. No. 15, s. 2020 on the utilization of funds and the use of SEF (Special Education Funds) form part of the sources of funds. Per advise from CO a learning module should cost only P16.00 (the cost per page is within 40 to 60 centavos). This computation should always be considered with the downloaded funds.
  4. Again, DO will now process the production/bidding process as RO timeframe for review and certification has already lapsed; and let it be reiterated that modules form part of the Dry Run.  
As agreed and suggested in the Telecon Meeting, the Division Office should include the orientation on the learning modules during the scheduled Dry-Run on August 3 – 14, 2020.
  5. As the Division Office has not yet submitted the specific learning time for distribution and submission of learning modules, the RO has recommended this model/format.

**Small Schools (enrolment of 500 or less)**

Monday – distribution of modules following health protocols for all grade levels  
Thursday – retrieval/submission of accomplished SLs/activity sheets

**Medium Schools (enrolment of 500 – 1,000)**

Monday – 7:30 – 9:00: Grade 1 to 3  
Grade 6 to 7  
930 – 11:00: Grade 4 to 6  
Grade 8 to 9  
Grade 11 to 12

Thursday – retrieval/submission of accomplished SLMs/activity sheets

**Large Schools (enrolment of 1,000+)**

It is suggested that Two days be allocated for the distribution (Monday and Tuesday, Thursday will be the submission of accomplished SLMs/activity sheets)

- A) The submission of accomplished SLMs should be done thru a drop box at the assigned/identified gates with appropriate signages/markers.
- B) The teachers should collect activity sheets at the drop box and check in activity sheets in the school. Checking/evaluation on activities be done in schools.



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Regional Office IX, Zamboanga Peninsula

- C) Friday is the day for school-based INSET/cum webinars/cum LAC Session cum demo teaching. The School Principal should strategize groupings as to comply with Health Protocols
  - D) School Administrators should provide enough health gadgets as alcohol, thermal scanner, signages/markers, water facilities, disinfectants, toilet, water, and soap in Schools.
  - E) Weekly reports should be submitted to DO.
6. Also, the Division Offices will submit to RO the modules format of the Radio Programs or TV Programs that they have adapted on or before August 10, 2020.

Radio Station Time/Schedule	Grade Level Assigned	Subject/Learning Areas

The subject learning areas should specify topic/learning competencies already.

As a matter of technical advise, RO is suggesting that Radio/TV program be given to Senior High School, if not to Kindergarten/Grades 1-2 as a matter of reinforcement/supplement to learning areas.

Kindergarten - Children's literature and Storybook series

Senior High School - focus on learning specialization of ABM/ STEM/HUMSS/TVL especially on Agriculture and Fisheries

Thus, it is suggested that DO coordinate with TESDA/DA/DENR or SUCs for tested/validated radio scripts of these agencies. The DOs are entrusted to make a MOA with the said government agencies.

- 7. Parents Orientation should be given focus by schools from August 3 to 20, along with Teachers Orientation on the use of the Learning Modules and the strategies in parental support home study habits, home skills, home study-learning.

A suggested time frame can be introduced for home-based learning especially on Monday afternoon, Tuesday, and Wednesday, as this will form part of the distant-learning and blended learning approach. An ideal DRY-RUN activity should include Orientation in the Modules among parents.

- 8. Division Offices should submit SOE/Statement of Expenditure be submitted to RO on October 2, 2020 as this form part of the requirements for the release of the LCP funds for Quarter 2.
- 9. For compliance and wide dissemination.

**DR. ISABELITA M. BORRES, CESO III**  
Regional Director



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