Republic of the Philippines

Department of Education

REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES

RELEASED
September 1, 2020
BY:
DATE: SEP 0 1 2020

DIVISION MEMORANDUM
OSDS-SGOD-DM-175. 2020

SUBMISSION OF SCHOOL READINESS TEMPLATES FOR OCTOBER 5 CLASS OPENING

To: Chiefs, CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All concerned

1. In preparation for the School Year 2020-2021 Class opening on October 5, 2020, this Office is releasing to the field templates for completion and submission. All School Heads are hereby directed to submit their completed templates to their respective PSDSs'. PSDS will consolidate all templates to be submitted to **Sarah Chiong,** SEPS, School Monitoring and Evaluation at the SGOD Office not later than September 18, 2020.

2. The templates (attached as *Annexes*) to be submitted are as follows:
   2.1 *Annex 1.* Teacher Readiness Template. This will be accomplished by the teachers.
   2.2 *Annex 2.* School Readiness Template. This will be accomplished by the School Heads. To be able to accomplish this template, School Heads should consolidate all responses of their respective teachers using Consolidation Form, School Readiness Assessment (*annex 4*).
   2.3 *Annex 3.* District Readiness Template. This will be accomplished by the PSDSs. To be able to accomplish this template, PSDSs should consolidate all responses of Schools Heads within their respective districts using Consolidation Form, District Readiness Assessment (*annex 5*).
   2.4 Annex 4. Consolidation Form, School Readiness Assessment.
   2.5 Annex 5. Consolidation Form, District Readiness Assessment.
   2.6 *Annex 6.* Budgetary Requirements for Module Reproduction Per Week for Quarter 1.
   2.7 *Annex 7.* Learners' Context on Modules' Format
   2.8 *Annex 8.* Status of Module Reproduction.

3. Immediate dissemination and compliance of this memorandum is highly desired.

DANILO E. DESPI
Schools Division Superintendent

Encl.:
References:
To be indicated in the Perpetual Index
Under the following subjects:

Annex 1

Teachers Readiness Template

Name: _____ School: _____ District: _____

Instruction: Level of Readiness. Please check the column of the number that corresponds to your level of readiness using the scale below.

Level of Readiness	Description
1- Not ready	0-25% of the required materials, skills and competence are ready.
2- Developing Readiness	26-50% of the required materials, skills and competence are ready.
3- Approaching Readiness	51-75% of the required materials, skills and competence are ready.
4- Ready	76-100% of the required materials, skills and competence are ready.

Indicators	Level of Readiness				Reason for the Rating	Plan of Action
1. Teacher readiness to give psychosocial activities/intervention to learners.	1	2	3	4		
2. Teacher attendance to Psychosocial Seminar/Psychological First aid Training.						
3. Modules readiness for the class.						
4. Instructional plan for all learners.						
5. Module execution plan clearly communicated to parents/learners/bayaning guro						
6. Classification of learners according to their communication context based on LESF.						
7. Communication plan according to learners' communication context.						
8. Assessment Plan for learners' performance discussed to all concerned.						
9. Well established minimum health protocol in the place where modular instruction is to take place.						

Annex 2

School Readiness Template

School: _____ School Head: _____ District: _____

Instruction: Level of Readiness. Please check the column of the number that corresponds to your level of readiness using the scale below.

Level of Readiness	Description
1- Not ready	0-25% of the required materials, skills and competence are ready.
2- Developing Readiness	26-50% of the required materials, skills and competence are ready.
3- Approaching Readiness	51-75% of the required materials, skills and competence are ready.
4- Ready	76-100% of the required materials, skills and competence are ready.

Indicators	Level of Readiness				Reason for the Rating	Plan of Action
	1	2	3	4		
1. Teachers readiness to give psychosocial/ Psychological First Aid activities to all learners.						
2. Teachers attendance to Psychosocial/Psychological First Aid Training.						
3. Modules reproduction status						
4. Budgetary requirement for module reproduction.						
5. Teachers' instructional plan for their learners.						
6. Teachers' Module execution plan clearly communicated with all those concerned.						
7. Learners' communication context based on LESF.						
8. Communication plan based on learners' communication context.						
9. Teachers' Assessment Plan for their respective learners.						
10. Well established and communicated minimum health standard where modular instruction is to take place.						
11. Module delivery and retrieval scheme						
12. School LCP						
13. School Action Plan						
14. School Heads' Monitoring and Evaluation Strategy with M&E Tools						
15. Technical Assistance Plan/Supervisory Plan						
16. Partnership Initiative						

Annex 3

District Readiness Template

District: _____ PSDS: _____

Instruction: **Level of Readiness. Please check the column of the number that corresponds to your level of readiness using the scale below.**

Level of Readiness	Description
1- Not ready	0-25% of the required materials, skills and competence are ready.
2- Developing Readiness	26-50% of the required materials, skills and competence are ready.
3- Approaching Readiness	51-75% of the required materials, skills and competence are ready.
4- Ready	76-100% of the required materials, skills and competence are ready.

Indicators	Level of Readiness				Reason for the Rating	Plan of Action
1. Teachers readiness to give psychosocial/ Psychological First Aid activities to all learners.	1	2	3	4		
2. Teachers attendance to Psychosocial/Psychological First Aid Training.						
3. Modules reproduction status						
4. Budgetary requirement for module reproduction.						
5. Teachers' instructional plan for their learners.						
6. Teachers' Module execution plan clearly communicated with all those concerned.						
7. Learners' communication context based on LESF.						
8. Communication plan based on learners' communication context.						
9. Teachers' Assessment Plan for their respective learners.						
10. Well established and communicated minimum health standard where modular instruction is to take place.						
11. Module delivery and retrieval scheme						
12. School LCP						
13. School Action Plan						
14. School Heads' Monitoring and Evaluation Strategy with M&E Tools						
15. Technical Assistance Plan/Supervisory Plan						
16. District LCP						
17. District Action Plan						
18. PSDS Monitoring and Evaluation Strategy with M&E Tools						
19. PSDS Supervisory Plan						
20. PSDS Technical Assistance Plan						
21. Partnership Initiative						

Annex 4

Consolidation Form
School Readiness Assessment

School: _____ School Head: _____ District: _____

Indicators	Teachers' Level of Readiness								Average	Level of Readiness
	T1	T2	T3	T4	T5	T6	T7	T8...and so on		
1. Teachers readiness to give psychosocial/ Psychological First Aid activities to all learners.										
2. Teachers attendance to Psychosocial/Psychological First Aid Training.										
3. Modules reproduction status										
4. Budgetary requirement for module reproduction.										
5. Teachers' instructional plan for their learners.										
6. Teachers' Module execution plan clearly communicated with all those concerned.										
7. Learners' communication context based on LESF.										
8. Communication plan based on learners' communication context.										
9. Teachers' Assessment Plan for their respective learners.										
10. Well established and communicated minimum health standard where modular instruction is to take place.										
11. Module delivery and retrieval scheme										
12. School LCP										
13. School Action Plan										
14. School Heads' Monitoring and Evaluation Strategy with M&E Tools										
15. Technical Assistance Plan/Supervisory Plan										
16. Partnership Initiative										
Average										
Teachers Level of Readiness										

Note:

1. To get the Teachers Level of Readiness per indicator:
   - Label the accomplished Teachers Readiness Template as T1, t2, and so on.
   - Enter the number of the level of readiness of each teacher as indicated in the Teachers Readiness Template in the consolidation form.

Annex 5

Consolidation Form
District Readiness Assessment

School: _____ School Head: _____ District: _____

Indicators	Schools' Level of Readiness									Level of Readiness
	S1	S2	S3	S4	S5	S6	S7	S8...and so on	Average	
1. Teachers readiness to give psychosocial/ Psychological First Aid activities to all learners.										
2. Teachers attendance to Psychosocial/Psychological First Aid Training.										
3. Modules reproduction status										
4. Budgetary requirement for module reproduction.										
5. Teachers' instructional plan for their learners.										
6. Teachers' Module execution plan clearly communicated with all those concerned.										
7. Learners' communication context based on LESF.										
8. Communication plan based on learners' communication context.										
9. Teachers' Assessment Plan for their respective learners.										
10. Well established and communicated minimum health standard where modular instruction is to take place.										
11. Module delivery and retrieval scheme										
12. School LCP										
13. School Action Plan										
14. School Heads' Monitoring and Evaluation Strategy with M&E Tools										
15. Technical Assistance Plan/Supervisory Plan										
16. District LCP										
17. District Action Plan										
18. PSDS Monitoring and Evaluation Strategy with M&E Tools										
19. PSDS Supervisory Plan										
20. PSDS Technical Assistance Plan										
21. Partnership Initiative										
Average										
Schools Level of Readiness										

Note:
To get the Schools Level of Readiness per Indicator:

- Label the accomplished Schools Readiness Template as S1, S2, and so on.
- Enter the number of the level of readiness of each school as indicated in the School

Annex 6

Budgetary Requirements for Module Reproduction Per Week for Quarter 1

School	Quarter	No. of Weeks	Average No. of Pages of Modules per Week per Grade Level for 8 Subjects (a)	Total No. of Students Enrolled per Grade Level (b)	Total No. of Copies Expected to Print per Week C=a(axb)	Total No. of Copies Reproduced (d)	Percentage of Modules Reproduced (d/c)	Total Cost (Php) 1 per page	MOOE allocation minus the mandatory expenses such as water, electricity	LGU Suppo

Annex 7

Learners' Context on Modules Format

School	Learners with Laptop with Signal (Soft copy of Modules)	Learners with Laptop Only (Soft copy of Modules)	Learners Without Laptop (Hard Copy of Modules)

Annex 8

Status of Module Reproduction

School: _____

Number of Modules to be Reproduced in Q1 per Week	Actual # of Modules to be Reproduced in Q1 per Week as of August 11	Facilitating Factors	Hindering Factors	Corrective Action