



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN

April 25, 2020

DIVISION MEMORANDUM

No. **114**, s. 2020

DISSEMINATING REGIONAL MEMORANDUM NO. 094, s. 2020, “CONDUCT OF SCHOOL READINESS ASSESSMENT ON ONLINE LEARNING”

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors – CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. Please find attached copy of Regional Memorandum No. 094, s. 2020, titled “Conduct of School Readiness Assessment on Online Learning” which is self-explanatory.
2. Immediate and wide dissemination of and compliance with this Memorandum is enjoined.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Enclosure: As stated
Reference: Regional Memo No. 094, s. 2020
To be indicated in the Perpetual Index
under the following subjects





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April 24, 2020

REGIONAL MEMORANDUM

No. 094 s. 2020

CONDUCT OF SCHOOL READINESS ASSESSMENT ON ONLINE LEARNING

To: Schools Division Superintendents

- One of the strategic actions of the Department of Education (DepEd) is flexible learning options for learners in order to address the pressing concern brought about by the COVID pandemic. In response to this, the DepEd Regional Office VI, through the Curriculum and Learning Management Division (CLMD) will conduct a **Region-wide School Readiness Assessment on Online Learning**.
- The activity aims to gather baseline data on the school readiness for online learning for planning, intervention, and policy formulation.
- All schools division offices shall ensure effective and efficient dissemination to the school heads, teachers, learners, school ICT and LR coordinators the appropriate offline/online assessment tool contained in the links below which can also be found in Enclosures No. 1 to 6 of this memorandum.

Enclosures No.	Online Learning Readiness Assessment Instrument for:	Link
1	Learners	http://depd.in/OLReadinessLearners
2	Teachers	http://depd.in/OLReadinessTeachers
3	School ICT Coordinators	http://depd.in/OLReadinessICTCoord
4	School LR Coordinators	http://depd.in/OLReadinessLRCoord
5	Class Advisers	http://depd.in/OLReadinessAdviser
6	School Heads	http://depd.in/OLReadinessSchHead

- Immediate and wide dissemination of this Memorandum is desired.


MA. GEMMA M. LEDESMA
Regional Director

Incls.: As stated
References: None
Allotment None
To be indicated in the Perpetual Index
under the following subjects:

ASSESSMENT

ONLINE LEARNING

INNOVATION



Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033)509-7653; (033)336-2816
Email Address: region6@depd.gov.ph
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Document Name	Document No.	Date Created	Revision Number
Regional Memorandum		April 24, 2020	





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School Readiness on Online Learning

The Department of Education has been espousing flexibility in extending educational services to make learning more relevant, timely, and liberating to all. The flexible learning options become more imperative this time as our country and the world face this Global pandemic. To address this call of time, online learning or e-learning shall be the major direction of DepEd. Hence, this survey instrument is developed in order to gather information on the readiness of schools for online learning. This shall provide baseline data for effective planning, intervention, and policy formulation. Your honest and correct responses to the items below will surely rebound to the true picture of online learning in Region VI. Thank you very much.

Assessment Tool No. 1 - Learner Readiness (For Learners)

A. General Information

Name: _____ Grade Level: _____ Section: _____ Sex: _____

School _____ School ID : _____

B. Availability of ICT Equipment among students

As a learner I/we have the . . .	None	Personally owned	Owned by a member of the family
• Laptop/ Desktop computer/ Netbook/ Tablet			
• Smart phone			
• Internet connection/ Routers			
• Television			
• Radio			

C. Learners Competency

Self Assessment. Please evaluate your ICT knowledge/skills based on the following items by putting a check (✓) on the appropriate column. Please be guided of the following:

Not Knowledgeable (1) - I have no idea about the program/s.

Beginning (2) – I have knowledge about the computer programs but I only use them when somebody guides me.

Proficient (3) - I use these programs with ease and efficiency without the need for technical support

As a learner my level of proficiency/competence in using the different software and platforms is . . .	Level of Competence		
	Not Knowledgeable 1	Beginning 2	Proficient 3
• MS Word			
• MS- Excel			
• MS Power Point			



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• Adobe			
• Movie Maker			
• Web browser (Internet Explorer, Mozilla, Firefox, google)			
• Facebook Applications			
• Workplace			
• Microsoft Teams			
• Zoom			
• Hangouts			
• Quizmaker			
• Google meet			
• Others: pls specify			

D. Learners Support

	Yes 1	No 2
As a learner, I have . . .		
<u>family member/s</u> who is /are competent in using :		
• Computer software applications such as word, excel, powerpoint.		
• Different online and internet applications and communication platforms.		
<u>friend/s, neighbor/s</u> who is /are competent in using		
• Computer software applications such as word, excel, powerpoint Facebook, Google, Workplace, Microsoft Teams, Zoom and Google Meet.		
• Different online and internet applications and communication platforms such as Facebook, Google, Workplace, Microsoft Teams, Zoom and Google Meet		

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Assessment Tool No. 2 – Teacher's Readiness (For teacher only)

A. General Information.

Name: _____ (Optional) Position: _____

Division: _____ District: _____ School/ School ID : _____

Please check (✓) the item/s which is/are applicable to you.

1. Sex

Male ☐

Female ☐

2. Age (years):

20 – 30 ☐

31 – 40 ☐

41 – 50 ☐

51 – 65 ☐

3. Teaching Experience (years):

0 – 10 ☐

11 – 20 ☐

21 – 30 ☐

31 – 40 ☐

4. Experience in using ICT in teaching and learning process (years):

0 – 2 ☐

3 – 4 ☐

5 – 6 ☐

Over 6 ☐

5. No. of ICT trainings attended since started teaching:

0-5 ☐

6 - 10 ☐

11- 15 ☐

More than 15 ☐

6. Grade Level handled S.Y. 2019-2020

Kindergarten ☐

Grade 1 ☐

Grade 2 ☐

Grade 3 ☐

Grade 4 ☐

Grade 5 ☐

Grade 6 ☐

Grade 7 ☐

Grade 8 ☐

Grade 9 ☐

Grade 10 ☐

Grade 11 ☐

Grade 12 ☐

7. Learning Area: (If Teaching Grades K – 3 pls. skip this part)

Mathematics ☐

Sciences ☐

English ☐

Filipino ☐

MAPEH ☐

TLE ☐

AP ☐

EsP ☐

MTB-MLE ☐

(for SHS teachers pls. indicate subject taught below)

Other Subjects (please specify) _____



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B. Self Assessment. Please evaluate your ICT knowledge/skills based on the following items by putting a check (✓) on the appropriate column. Please be guided of the following:

Not Knowledgeable (1)- I have no idea about the program/s.

Beginning (2) – I have knowledge about the computer programs but I only use them when somebody guides me.

Proficient (3)- I use these programs with ease and efficiency without the need for technical support

As a teacher, my level of proficiency/competence in. . .	Level of Competence		
	Not Knowledgeable 1	Beginning 2	Proficient 3
A. Using different computer software applications:			
• MS Word			
• MS- Excel			
• MS Power Point			
• Adobe			
• Movie Maker			
B. Using online and internet applications/communication platforms			
• Web browser (Internet Explorer, Mozilla, Firefox, Google)			
• Facebook Applications			
• Workplace			
• Microsoft Teams			
• Zoom			
• Hangouts			
• Quizmaker			
• Google meet			
C. Utilizing different learning modes for online learning such as:			
• Blended Learning			
• Flipped Classroom			
• Google Classroom			
• Distance Education			
• Mobile Learning			

C. ICT Gadgets. Which of the following gadgets do you have or have access to? Please put check (✓) on the column for the mode of ownership

ICT Equipment	Mode of Ownership			
	None 1	Borrowed from Others 2	School Issued 3	Personally owned 4
• Laptop/ Desktop computer/ Netbook/ Tablet				
• Smartphone				
• Internet Connectivity				



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• Television				
• Radio				
• Others pls specify (write your answers on space provided)				

D. Work from Home Readiness – Please answer the following questions about a work-from-home scenario should online modalities become the main modality for curriculum delivery.

Questions	Yes	No
• Is the set-up of your available ICT sufficient for online learning?		
• Do you have a dedicated internet connection for online learning?		
• Do you have a dedicated private place in your house that you can use for extended periods while you are interacting with learners online?		
• Do you have adequate time in which you will be uninterrupted as you deliver online classes?		
• Do you know how to troubleshoot minor hardware malfunction?		
• Do you know how to access online help desks whenever technical glitches arise?		
• Do you have access to persons who will be able to readily assist you whenever technical problems arise?		

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School Readiness on Online Learning

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Assessment Tool No. 3 - Part II. School ICT Facilities. (For School ICT Coordinator)

A. General Information

Division: _____ District: _____ School/ School ID : _____
 Division: _____ District: _____ School/ School ID : _____

No. of Enrollment per Grade level

Kindergarten = _____ Grade 1 = _____ Grade 2 = _____ Grade 3 = _____
 Grade 4 = _____ Grade 5 = _____ Grade 6 = _____ Grade 7 = _____
 Grade 8 = _____ Grade 9 = _____ Grade 10 = _____ Grade 11 = _____
 Grade 12 = _____

Over-All Total Enrollment SY 2019 – 2020 _____

Total Projected Enrollment SY 2020 – 2021 _____

B. No. of ICT Facilities/Equipment

Please determine the quantity of ICT facilities in your school by putting total number to the appropriate column.

The school has. . .	No. of Available and functional facilities/equipment
A. available, dependable, and updated ICT devices, accessories, and laboratory such as:	
• Desktop Computer/Netbook/ Laptop/ Tablet	
• Smartphone	
• Television	
• Radio	
• Printer	
• Flatbed Scanner	
• Computer Network	
• Interactive Whiteboards	
• Audio-visual Room	
• Computer laboratory	
• DepEd Computerization Programs	



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• Virtual Classroom	
B. provisions of software installed in a computer for e-learning.	
C. access to internet service providers for a stable connection.	
D. available equipment such as modems and routers to ensure wide access to internet.	
E. presence of e-book, online library and other media technology for learners and teachers.	

C. ICT Facilities

Please determine the availability, adequacy and functionality of ICT facilities in your school by putting a check (✓) to the appropriate column.

None – No available ICT equipment and facilities for teachers / learners.

Inadequate – Can cater to less than a majority (1% to 50%) of teachers /learners.

Adequate – Can cater to the majority or more (51% and more) teachers /learners.

The school has. . .	Level of Adequacy		
	None 1	Inadequate 2	Adequate 3
F. available, dependable, and updated ICT devices, accessories, and laboratory such as:			
• Desktop Computer/Netbook/ Laptop/ Tablet			
• Smartphone			
• Television			
• Radio			
• Printer			
• Flatbed Scanner			
• Computer Network			
• Interactive Whiteboards			
• Audio-visual Room			
• Computer laboratory			
• DepEd Computerization Programs			
• Virtual Classroom			
G. provisions of software installed in a computer for e-learning.			
H. access to internet service providers for a stable connection.			
I. available equipment such as modems and routers to ensure wide access to internet.			



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J. presence of e-book, online library and other media technology for learners and teachers.			
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----- E N D -----



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School Readiness on Online Learning

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Assessment Tool No. 4 - Learning Resource Readiness (For School LR Coordinator)

A. General Information

Division: _____ District: _____ School/ School ID : _____

B. Learning Resources Readiness of the School

Indicate the level of availability of Learning Resources per learning area across grade levels for use in your school. Put a check (✓) on the level of adequacy.

None – No available Learning Resources (LRs) for teachers / learners.

Inadequate – Can cater to **less than a majority** (1% to 50%) of teachers /learners.

Adequate – Can cater to **the majority or more** (51% and more) teachers /learners.

Learning Resources	Level of Adequacy		
	None 1	Inadequate 2	Adequate 3
PRINT FORM			
1. Curriculum Guide			
2. Teacher Guide			
3. Teacher Manual			
4. DLLs/ DLPs			
5. Readers			
6. Learners' Textbooks			
7. Learners' Worksheets/Activity Sheets			
8. Learners' Modules			
9. Storybooks			
NON-PRINT/ MANIPULATIVES			
DIGITAL FORM			
1. Teachers' reference materials in all learning area			
2. Learners' Textbooks			



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3. Learners' Worksheets			
4. Learners' Modules			
5. Interactive Resources			
6. Video Resources			
7. Story book			
Note: a separate link will be sent reflecting competencies per grade level and learning areas			

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Assessment Tool No. 5 - Learner Readiness (For Teacher Adviser)

A. General Information:

Division: _____ District: _____ School/ School ID : _____

Grade Level: _____ Class Size: _____

B. Learners Readiness

Determine the level of readiness of your homeroom advisory class for the school year 2019-2020. .
 [Check all that applies (✓)].

Low – 1% to 30% of the learners have access to or have the said ICT equipment or device.

Average – 31% to 70% of the learners have access to or have the said ICT equipment or device.

High – 71%-100% of the learners have access to or have the said ICT equipment or device.

Availability of ICT Equipment among students	Level of Availability		
	Low 1	Average 2	High 3
• Laptop/ Desktop computer/ Netbook/ Tablet			
• Smart phone			
• Internet/ Routers			
• Television			
• Radio			

C. ICT Competence

Low – 1% to 30% of the learners are competent in using the different computer software Applications

Average – 31% to 70% of the learners are competent in using the different computer software Applications

High – 71%-100% of the learners are competent in using the different computer software applications



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<i>Number of Learner/s who are competent in using different computer software applications:</i>	Low 1	Average 2	High 3
• MS Word			
• MS- Excel			
• MS Power Point			
• Adobe			
• Movie Maker			
<i>Number of Learner/s who are competent in using different online/internet applications /communication platforms:</i>	Low 1	Average 2	High 3
• Web browser (Internet Explorer, Mozilla, Firefox, Google)			
• Facebook Applications			
• Workplace			
• Microsoft Teams			
• Zoom			
• Hangouts			
• Quizmaker			
• Google Meet			

D. Learners Support

Low – 1% to 30% of the learners with family members, friends, neighbors who are computer literate

Average – 31% to 70% of the learners with family members, friends, neighbors who are computer literate

High – 71%-100% of the learners with family members, friends, neighbors who are computer literate

<i>Number of learners with <u>family member/s</u> who is /are competent in using :</i>	Low 1	Average 2	High 3
• Computer software applications such as word, excel, powerpoint.			
• Different online and internet applications and communication platforms.			
<i>Number of learners with <u>friend/s, neighbor/s</u> who is /are competent in using :</i>			
• Computer software applications such as word, excel, powerpoint Facebook, Google, Workplace, Microsoft Teams, Zoom and Google Meet.			
• Different online and internet applications and communication platforms such as Facebook, Google, Workplace, Microsoft Teams, Zoom and Google Meet			

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Assessment Tool No. 6 - School Leadership. (For School Head)

A. General Information

Name: _____ (Optional) Position: _____
 Division: _____ District: _____ School/ School ID : _____
 No. of ICT Training Attended _____

B. School Leadership

Please determine ICT expertise/leadership of your school head by putting a check (✓) to the appropriate column.

Not Evident – The school head does not manifests the expected behaviour or actions.

Partly Evident – The school head manifest the expected behavior or actions but with inconsistencies.

Very Evident – The school head manifests the expected behaviour or actions which are felt and experienced by teachers.

As a school head, I . . .	Indicators		
	Not Evident 1	Partly Evident 2	Very Evident 3
• am knowledgeable and technologically skilled			
• tapped/hired IT experts to provide technical support.			
• provided support for instructional resources in implementing e-learning.			
• conducted LAC sessions/trainings to enhance ICT skills of teachers.			
• initiated online conference/meeting/updating announcements			



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C. Community Readiness (For School Head)

Please check the status of the community where the school is located based on the Municipal DRRM report. Put a check (✓) on the appropriate column

The community where the school is located . . .	Yes	No
• is on ECQ		
• has Confirmed COVID Positive		
• has Probable COVID case		
• has Suspected COVID case		
• has available teachers/responsible adult in the community that could support learning of learners		
• has community e-centers		
• has wifi connections for public use.		
• Has piso net or internet café within 10-meter radius from residence		

----- E N D -----