



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

November 24, 2021

DIVISION MEMORANDUM

No. 527, s. 2021

**REGIONAL ORIENTATION-WORKSHOP FOR VOLUNTEER MATHEMATICS
TUTORS ON THE USE OF ONLINE PLATFORMS**

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

1. Attached is **Regional Memorandum No. 789, s. 2021** titled ***Regional Orientation-Workshop for Volunteer Mathematics Tutors on the Use of Online Platforms.***
2. Immediate dissemination of this Memorandum is desired.


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

Attachment: As stated

Reference: RM No. 714, s. 2021

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

INFORMATION TECHNOLOGY
LEARNING AREA, MATHEMATICS
WORKSHOPS



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Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

NOV 22 2021

REGIONAL MEMORANDUM

No. 789, s. 2021

**REGIONAL ORIENTATION-WORKSHOP FOR VOLUNTEER MATHEMATICS
TUTORS ON THE USE OF ONLINE PLATFORMS**

**To: Schools Division Superintendents
All Others Concerned**

1. Per Regional Memorandum No. 714, s. 2021 titled ***“Implementation of the Math Champs Technical Assistance and Tutorial Services”***, this Office, shall conduct the **Regional Orientation-Workshop for Volunteer Mathematics Tutors on the Use of Online Platforms for Tutorial Services** on December 2-3, 2021, 9:00 A.M. to 4:00 P.M. via Zoom platform.
2. The objectives of this activity are:
 - a.) to orient the Volunteer Math Tutors on their roles in the implementation of the Math Champs Technical Assistance and Tutorial Service; and
 - b.) to train the Volunteer Math Tutors on the use of online platforms for tutorial service.
3. The Matrix of Activities is attached to this Memorandum.
4. The participants to this activity are the Mathematics Education Program Supervisors and Volunteer Math Tutors.
5. It is understood that in the conduct of this activity there shall be no discrimination on account of age, gender, school, religion, civil status, disability or other similar factors /personal circumstances that run counter to the principles of equal opportunity.
6. Expenses relative to the conduct of this activity are chargeable against local funds subject to the usual accounting and auditing rules and regulations.



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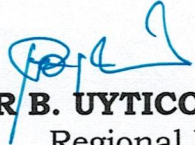
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7. Immediate dissemination of this Memorandum is desired.


RAMIR B. UYTICO EdD, CESO IV
Regional Director

Attachment: As stated
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under the following subjects:

INFORMATION TECHNOLOGY
LEARNING AREA, MATHEMATICS
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Enclosure 1 to the Regional Memorandum No. _____, s. 2021

**REGIONAL ORIENTATION-WORKSHOP FOR VOLUNTEER MATH TUTORS
ON THE USE OF ONLINE PLATFORMS**

Matrix of Activities

TIME	DAY 1	DAY 2
9:00-9:30	PRELIMINARY ACTIVITIES SDO Iloilo City	MOL SDO Kabankalan City
9:30-10:00	Orientation and Workshop a. Orientation of Volunteers Math Tutors Dr. Jonathan O. Borbon b. Etiquette in Online Tutorial Ike Dominique Jalwin, TI Dos Hermanas Elem. School SDO Negros Occidental	
10:00-12:00	Utilizing Online Tools for Math Tutorial: Jamboard John D. Gallano, TI Handomanan National High School SDO Bacolod City	Utilizing Online Tools for Math Tutorial: GeoGebra Kim Jay Encio, T3 Iloilo National High School SDO Iloilo
12:00-1:00	LUNCH BREAK	
1:00- 3:00	Utilizing Online Tools for Math Tutorial: Whiteboard.fi John Louie Bigno, TI and Krizzel Joyce Magallanes, TI Congressman Ramon A. Arnoldo HS SDO Roxas City	Utilizing Online Tools for Math Tutorial: Desmos Terrence Roy Honrado, T3 FYCNHS SDO Capiz
3:00-4:00	Takeaways SDO Antique	Takeaways SDO Aklan Closing Program SDO Guimaras
Overall Program Facilitator and Master of Ceremony- SDO Negros Occidental		



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OCT 29 2021

REGIONAL MEMORANDUM
No. 714, s. 2021

IMPLEMENTATION OF THE MATH CHAMPS TECHNICAL
ASSISTANCE AND TUTORIAL SERVICES

To: Schools Division Superintendents
All Others Concerned

1. This Office enjoins the Schools Division Offices to implement the **MATH CHAMPS TECHNICAL ASSISTANCE AND TUTORIAL SERVICE** effective this **School Year 2021-2022**.
2. This innovation has the following objectives:
 - a) provide technical assistance to learners through free tutorial service in mathematics;
 - b) help mathematics learners in their difficulties to cope with the lesson;
 - c) instill to learners the value of mathematics in their lives;
 - d) make every child in the home of the champions a math champ; and
 - e) provide mathematics teachers an avenue to show their patriotism.
3. The details about this innovation are found in the attachment of this Memorandum.
4. Relative to the implementation of the aforementioned innovation, this Office will conduct an orientation to the Schools Division Superintendent/Assistant Schools Division Superintendent, Chiefs of the School Governance and Operations Division and Curriculum Implementation Division, Mathematics Education Program Supervisors, and Monitoring and Evaluation Specialists II on **November 3, 2021 at 9:00 a.m. via MS Teams**. The matrix of activities for this orientation is found in Enclosure 1 to this Memorandum.
5. Expenses relative to the conduct of this activity shall be chargeable against local funds subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO IV
Regional Director

Attachment: Enclosure No. 1
Reference: Math Champs Technical Assistance and Tutorial Services
To be indicated in the Perpetual Index
under the following subjects:

ASSESSMENT
CURRICULUM
LEARNING AREA, MATHEMATICS



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Title of Innovation: **MATH CHAMPS Technical Assistance and Tutorial Services**
Innovation Category: **Curriculum and Instruction Delivery**
Name of Innovator/s: **Jonathan O. Borbon, PhD**
School/Office, District, Division: **Curriculum and Learning Management Division**
Date of Implementation: **October 2021 - June 2022**
Contact No.: **09483394130**

Overview

Mathematics as one of the curricular learning areas is already difficult to be grasped by our learners even before pandemic with the physical presence of classroom mathematics teacher. How much more in this time that the learners could not ask directly their teachers to guide them. Learners have no choice but just to rely on their own, lucky if they have parents or siblings that could help them do mathematics routines. Thus, the innovator thought of something that would possibly address this problem through this initiative which is perceived to be the solution called MATH CHAMPS Technical Assistance and Tutorial Service.

This initiative is one of the sub-innovations of PROJECT CHAMPION (Contextualized, Humanized and Actualized Mathematics for Patriotic, Innovative and Outstanding New-normal Learners) whose purpose is to humanize mathematics to both teachers and learners through a patriotic endeavor like the free tutorial service of our volunteer mathematics teachers.

Nowadays, there were reported malicious organized massive cheating happening online where there are students engaged in to it and they don't study anymore but just copy the ready-made answers for all modules. Hence, our learners are needing help from the mathematics educators to learn the subject. This initiative may not be able to serve all learners because of the limited online resources as its primary learning modality but we can help address the problem faced by our educators. It is envisioned also by this project to raise fund through the donations of our generous tutees or benefactors to buy gadgets or mobile data for our poor but deserving learners so that they can also participate in online classes. With this, eventually we may serve all learners if there will be many of us mathematics educators will extend our help and show our sense of patriotism.

This project would live up to the mantra of Region 6-Western Visayas Department of Education to make every child regardless of his/her background a champion.

Innovation Description

MATH CHAMPS Technical Assistance and Tutorial Service is organized to provide virtual face-to-face free tutorial to our learners who encountered difficulties in coping math lessons. This will be ran by the Regional Office through Curriculum and Learning Management Division (CLMD) with the support of SDO Curriculum Implementation and School Heads. This project will recruit volunteer tutors from the DepEd and non-DepEd mathematics teachers who will voluntarily give their valuable time and share their mathematical prowess to our learners who are lagging in mathematics lessons for free. This is the time that we can show our patriotism and spirit of Bayanihan even in a little way as long as it is from the bottom of our heart to help.

Volunteer tutors will be compensated through a Certificate of Recognition and a token once they rendered at least 8 hours. The certificate they will receive can be used to their Individual Performance Commitment Review Form (IPCRF) in Key Results Area (KRA) 4 for Master Teachers which is Community Linkages and Professional Engagement & Personal Growth and Professional Development and KRA 5 for Teachers which is Plus Factor or when they apply for promotions.



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Tutees must be a DepEd learners who will signify their interest to be tutored for free and should have the facility for online tutorial.

The tutorial service of this initiative will be facilitated by the Regional Office through the CLMD, SDO and School Head. Assignment of tutors to tutees will be done based on the tutorial needs in mathematics of the learners and the competence of the tutors based on his grade level mathematics taught. The SDO Math EPS will be the one to create the online link for the tutorial and it will be recorded as a monitoring mechanism of the initiative to ensure that the tutors have rendered services. The recording of the online tutorial must be permitted by the volunteer tutors and tutees once they signified their registration in this project. The tutees are entitled of only three (3) hours free tutorial a week to give way to other learners who want to avail the same. On the other hand, the tutor is only allowed to serve a maximum of two (2) hours a week for him/her not to be exhausted of the whole week work. Serving in this project should be an expression of love and concern to others because it is self-fulfilling and heartwarming if we can help a child on his education.

Innovation Statement

This project will be implemented to:

1. Provide technical assistance to learners through free tutorial service in mathematics.
2. Help mathematics learners in their difficulties to cope with the lesson.
3. Instill to learners the value of mathematics in their lives.
4. Make every child in the home of the champions a math champ.
5. Provide mathematics teachers an avenue to show his/her patriotism.

Implementation Procedure

A. Process Flow/Framework

1. Conceptualize and craft the innovation.
2. Present the proposed innovation to the CLMD Chief and Regional Director
3. Institutionalize the project through a memorandum.
4. Conduct meeting with the involved persons in the project.
5. Invitation and profiling of prospect volunteer tutors.
6. Provision of technical assistance and training to volunteer tutors
7. Widespread information or region-wide dissemination of the project
8. Create an online platform for the services, monitoring and evaluation of activities.
9. Invitation and profiling of learners who are lagging in math lessons (Tutees)
10. Scheduling of online tutorials
11. Roll-out the project.
12. Conduct M&E on the implementation of the project.

B. Project Management

The following are the Term of Reference (TOR) of the different levels of governance.

Regional Office.

1. Issues Regional Memorandum on the implementation of the project.
2. Supervises the implementation of MATH CHAMPS Technical Assistance and Tutorial Services.
3. Facilitates the approval and implementation of the project.



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C. Timeline-outlines the duration of the implementation stages (pre-implementation, implementation stage, and post implementation)

Implementation	Date
Pre-implementation Stage	
a. Problem/Gaps identification	September 2021
b. Conceptualization/Analysis	September 2021
c. Institutionalization of the project	October 2021
d. Invitation and Profiling of volunteer tutors	October 2021
e. Invitation and profiling of tutees	October 2021
f. Virtual orientation of the persons involved	October 2021
Implementation Stage	
a. Registration of Tutees	October 2021
b. Scheduling of Tutorials	October 2021 – May 2022
c. Online tutorial	October 2021 – May 2022
d. Facilitation of the program support	October 2021 – May 2022
Post-Implementation Stage	
a. Monitoring	Every Grading Period
b. Evaluation	Every Grading Period
c. Submission of Report	Every Grading Period

D. Resource Utilization

The project will utilize the available resources from the CLMD Office, SDO CID, and Donations from benefactors to operationalize the activities as planned. Since this project also envisions to help selected poor and deserving DepEd learners they will be given online class gadgets and load for them to have a chance to attend online classes which will be taken from the donations.

The human resource who will facilitate and operationalize the project will be designated by the RO, SDO and School to smoothly carry on the activities.

E. Progress Monitoring

The implementation of the project will be closely monitored by the Regional Director, CLMD Chief, Regional EPS in Math as the Innovator, SDO EPS in Mathematics and School Heads.

The tool to be used as monitoring and evaluation is presented below. To accomplish this, the appropriate column for each indicator will be checked by the evaluator. If the innovation gets an average of at least 14 observed indicators then it's successful to become an educational innovation.

Indicators	Observed	Not Observed	MOVs	Remarks
1. The project addressed the need of the tutee in a particular competency/competency.				



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2. It provides learning venue to learners who are lagging behind in mathematics classes.				
3. The learners were able to learn the math concepts they expected.				
4. The tutees and parents were satisfied to the services of the volunteer tutors.				
5. The school community appreciates the services of the project.				
6. The project as a whole served its purpose and has positive impact in the community.				
7. The volunteer tutors were accommodating and nice to tutees and their parents.				
8. The volunteer tutors gave his/her free services out of volition.				
9. The volunteer tutors joined in the project because he/she wants Certificate for his/her IPCRF or Promotion and job application.				
10. The volunteer tutors are happy doing patriotic voluntarism.				
11. The key personnel running the project are nice and accommodating to the volunteer tutors, tutees, parents and community.				
12. The online tutorial platform is appropriate to the tutorial sessions.				
13. The internet connectivity is good all throughout the tutorial session.				
14. The benefactors are supportive to the cause of the project.				
15. The support programs were properly accounted and given to the target beneficiaries of the project.				
16. Transparency is being practiced by the project management through posting conspicuous bulletin boards.				
17. The project as a whole served its purpose and has positive impact in the community.				

Evaluator

Innovation Output/Outcomes

<i>Outputs/Outcomes</i>	<i>Beneficiary/ies</i>
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4. Coordinates with the Regional Office top management for guidance on the effective implementation of the project.
5. Oversees and supervises the implementation of the project as planned with the help of the SDOs EPS in Mathematics and school heads.

Schools Division Office

1. Coordinates with the Regional EPS in Mathematics about the implementation of the project under his/her SDO.
2. Monitors the implementation and management through coordination to School Head, Mathematics Coordinators, and Volunteer Tutors.
3. Conducts profiling of volunteer tutors, and registration and profiling of tutees via google forms.
4. Facilitates the assignment of tutors to tutees, the tutorial scheduling, and the hosting of online tutorial link.
5. Tracks accounting of donations to the project which will be used to buy gadgets for selected poor and deserving DepEd learners.

School

1. Coordinates with the SDO EPS in Mathematics about the implementation of the project.
2. Encourages mathematics teachers to volunteer in the project as their community service to lagging behind learners in mathematics.
3. Facilitates the registration of learners who are lagging behind in mathematics to the tutorial service through recommendation of their mathematics teachers
4. Monitors the impact of the project to school community particularly to the mathematics performance of the learners lagging behind.

Volunteer Tutors are the mathematics teachers who have the following duties and functions:

1. Voluntarily registers himself/herself to the Math Tutorial Service Management through his/her school head.
2. Attends orientation on the conduct of tutorial service before he/she will be given schedule of tutorial assignment.
3. Coordinates with the School Head and SDO EPS Math for the conduct of tutorial service to the assigned tutees.
4. Uses Google Meet as online platform for tutorial to his/her assigned tutee/s and gives consent to the management that the meeting will be recorded as proof of service.
5. Prepares monitoring and evaluation to the mathematics performance of the tutees.

Tutees are K to 12 learners of public schools of the Department of Education who must comply the following requirements:

1. Voluntarily registers himself/herself to the Math Champs Technical and Tutorial Service.
2. Submits recommendation signed by his/her Mathematics teacher.
3. Submits duly accomplished parent's consent form on his/her attendance to the tutorial which will be recorded with observance to RA 10173 known as Data Privacy Act of 2012.
4. Attends the scheduled tutorial service using the google meet platform on his/her expense.



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<i>(Enumerate the outputs or outcomes produced from this innovation)</i>	<i>(who benefited the corresponding outputs or outcomes)</i>
Decreased the number of learners lagging behind in mathematics lessons	Learners
Capacitated Mathematics teachers for community engagement towards quality educative process	Math Teachers
Engaged community for DepEd Mathematics Education Programs	Community, stakeholders
Increased numeracy rate of learners	Learners
Engaged students through collaborative and cooperative learning	Learners
Established Friendly Atmosphere for mathematics learning	Learners and teachers
Lead to higher academic achievement	Learners, teachers, school
Provided online class gadgets to poor but deserving learners from donations.	Learners

Sustainability Plan

For the sustainability of this educational innovation, the following plans are recommended.

1. The project shall be institutionalized in the region as one of the mathematics learning support initiatives/activities.
2. Encourage more mathematics teachers to volunteer in the project.
3. Encourage more benefactors to support the project for its sustainability.
4. Ask support from the schools by encouraging their mathematics teachers to volunteer
5. The DepEd may institutionalize this project in the whole country as mathematics learning support initiatives/activities.

Prepared by:

JONATHAN O. BORBON, PhD
Education Program Supervisor, Mathematics
Innovator

Noted:

ELENA P. GONZAGA, EdD
Chief Education Supervisor, CLMD

Recommending Approval:

PEDRO T. ESCOBARTE JR, PhD, CESO V
Officer – in – Charge
Office of the Assistant Regional Director

Approved:

RAMIR B. UYTICO EdD, CESO IV
Regional Director



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Enclosure No. 1 to Regional Memorandum No. _____, s. 2021

Matrix of Activities

Time	Activity	In Charge
November 3, 2021		
9:00-9:30 AM	Part I: Opening Program	
	Philippine National Anthem	AV Presentation
	Prayer	Mr. Celestino Dalumpines EPS Filipino, CLMD
	Regional Hymn	AV Presentation
	Acknowledgement of Participants	Dr. Athea Landar MAPEH EPS, CLMD
	Words of Welcome	Dr. Elena P. Gonzaga Chief ES, CLMD
	Virtual Room House Rules	Mr. Donald Genine LRMS EPS, CLMD
	Statement of Purpose and Orientation	Dr. Jonathan O. Borbon Math EPS, CLMD
	Mechanics and Order of Presentation	Dr. Mary Hazel Vivien P. Pineda AP EPS, CLMD
	Message	Dr. Ramir B. Uytico Regional Director
	Master of Ceremonies	Dr. Nestor Paul Pingil English EPS, CLMD
	Part II: Orientation Proper	
9:30-11:00 AM	a. Overview of the innovation	Dr. Jonathan Borbon Math EPS, CLMD
	b. Description of the Innovation	Innovator
	c. Objectives	
	d. Flowchart	
	e. Terms of Reference	Mr. Donald Genine LRMS EPS, CLMD
	f. Timeline of Implementation	
	g. Resource Utilization	Dr. Athea Landar MAPEH EPS, CLMD
	h. Monitoring and Evaluation	Mr. Celestino Dalumpines EPS Filipino, CLMD
	i. Innovation Outputs	Dr. Mary Hazel Vivien P. Pineda AP EPS, CLMD
	j. Sustainability	
	OPEN FORUM FOR FEEDBACKS	Dr. Jonathan O. Borbon Math EPS, CLMD
Part III: Closing Program		
11:30-12:00 NN	SDO Negros Occidental	



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