



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

September 2, 2020

DIVISION MEMORANDUM

No. 190, s. 2020

SCHOOL DRY RUN OF THE DIFFERENT LEARNING DELIVERY MODALITIES

To: **Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
School Heads of the Concerned Schools
Others Personnel Concerned**

1. To ensure a smooth implementation of the different learning modalities in schools, there will be a Dry Run of these learning delivery modalities on September 7-11, 2020. The first day is scheduled for the distribution of learning materials and the last day is for the retrieval and evaluation.
2. The schools will conduct dry run on the learning delivery modality or modalities that they will implement this school year.
3. The results of the dry run will be reported by the Public Schools District Supervisors during the Division Management Committee Meeting to be scheduled the week after the dry run.
4. School Heads are advised to encourage the involvement of parents and other school's stakeholders to ensure the smooth conduct of this activity.
5. Division Personnel In-Charge of the Districts are assigned to monitor the implementation of this activity specifically on the distribution of learning materials, retrieval and evaluation.
6. Attached herewith is a monitoring tool to be used by the School Heads and Public Schools District Supervisors.



Poblacion, Numancia, 5604 Aklan
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7. The participants to this activity are advised to strictly adhere to existing health protocols and precautionary measures to prevent the spread of COVID-19 such as hand washing, wearing of face mask, use of alcohol based sanitizer, social distancing, etc.
8. Expenses relative to the conduct of this activity shall be charged to local funds/school MOOE subject to the usual accounting and auditing rules and regulations.
9. Immediate dissemination of this Memorandum is desired.


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

MIT/wvf



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Enclosure No. 1 of Division Memorandum No. 190, s. 2020
 (FOR SCHOOL HEADS AND PSDSs)



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**MONITORING TOOL FOR PROCESS OBSERVATION ANALYSIS
 (SCHOOL DRY RUN OF THE DIFFERENT LEARNING DELIVERY MODALITIES)**

S.Y. 2020-2021

GENERAL INFORMATION

| | |
|----------------------------|--------------------|
| LEARNING DELIVERY MODALITY | |
| REGION | DIVISION |
| SCHOOL | DISTRICT |
| SCHOOL HEAD | TEACHER ADVISER |
| GRADE | SECTION |
| INCLUSIVE DATES | NUMBER OF LEARNERS |

| PROCESSES | TIMELINES AND DETAILS OF ACTIVITIES | | WHAT WENT WELL? (FACILITATING FACTORS) | WHAT WENT WRONG? (HINDERING FACTORS) | REMARKS/COMMENTS/ SUGGESTIONS/ RECOMMENDATIONS |
|---|-------------------------------------|--|---|---|--|
| | I. PRE-IMPLEMENTATION | | | | |
| <ul style="list-style-type: none"> ▪ Formulating of Management Team and Planning | | | | | |

| | | | | | |
|--|--|--|--|--|--|
| <ul style="list-style-type: none"> ▪ Organizing of Classes | | | | | |
| <ul style="list-style-type: none"> ▪ Scheduling of Classes | | | | | |
| <ul style="list-style-type: none"> ▪ Loading of Teachers | | | | | |
| <ul style="list-style-type: none"> ▪ Orienting of Parents/Guardians/Stakeholders | | | | | |
| <ul style="list-style-type: none"> ▪ Scheduling of Distribution of Learning Materials | | | | | |
| <ul style="list-style-type: none"> ▪ Preparation <ul style="list-style-type: none"> - Procuring - Disinfecting of Materials - Reproducing and Assembling of Materials - Organizing of Learning Materials, School Supplies, and Hygiene Kits, etc. - Packaging and Delivering/Handling of Learning Materials | (Please include the number of recipients, who are involved, number of days of preparation, etc.) | | | | |

| II. IMPLEMENTATION | | | | |
|--|--|--|--|--|
| <ul style="list-style-type: none"> ▪ Distributing of Learning Materials, etc. <i>(Please take note of the number and the one who took the materials, the health protocols in the school, time spent in the distribution, other persons involved, etc.)</i> | | | | |
| <ul style="list-style-type: none"> ▪ Utilizing of Learning Materials, etc. <i>(Please take note if the utilization is with the help of parents/guardians/etc., or independent studying)</i> | | | | |
| <ul style="list-style-type: none"> ▪ Monitoring of Classes | | | | |
| <ul style="list-style-type: none"> ➤ Classroom Management <i>(Please take note any platform used and persons involved)</i> | | | | |
| <ul style="list-style-type: none"> ➤ Lesson Delivery/Pedagogy <i>(Please take note any platform used and persons involved)</i> | | | | |
| <ul style="list-style-type: none"> ➤ Learner's Responses <i>(Please take note any platform used and persons involved)</i> | | | | |
| III. POST-IMPLEMENTATION | | | | |
| <ul style="list-style-type: none"> ▪ Retrieving and Inventory of Learning Materials, Accomplishing Worksheets, etc. <i>(Please take note of the percentage of retrieval)</i> | | | | |
| <ul style="list-style-type: none"> ▪ Disinfecting of Retrieving Learning Materials | | | | |

| | | | | |
|---|--|--|--|--|
| <ul style="list-style-type: none"> ▪ Evaluating of Outputs/Worksheets | | | | |
| <ul style="list-style-type: none"> ▪ Feedback Giving of Parents/Guardians | | | | |
| <ul style="list-style-type: none"> ▪ Packaging, Safe Keeping, and Replenishing of Learning Materials | | | | |
| <ul style="list-style-type: none"> ▪ Documenting and Reporting | | | | |

Suggestions for Improvement:

Best Practices:

Name, Position, and Signature over printed name

Date Accomplished