



Republic of the Philippines  
**Department of Education**  
 REGION X – NORTHERN MINDANAO  
 SCHOOLS DIVISION OF EL SALVADOR CITY

**Office of the Schools**  
**Division Superintendent**

**August 24, 2020**

DIVISION MEMORANDUM  
 No. 169, s. 2020

**DIVISIONWIDE DRY RUN OF THE BASIC EDUCATION LEARNING  
 CONTINUITY PLAN (BE LCP) IN LIGHT OF THE COVID-19  
 PUBLIC HEALTH EMERGENCY**

To: **Asst. Schools Division Superintendent**  
**Chiefs CID, SGOD**  
**PSDS, Education Program Supervisors**  
**All Public Elementary & Secondary School Heads**  
**All Others Concerned**

1. In consonance with Regional Memorandum No. 314, s. 2020 entitled Dry Run of the Basic Education Learning Continuity Plans (BE LCP's) of All Schools in Light of the COVID-19 Public Health Emergency, this Office directs all schools to conduct a ten-day **Dry Run of their Learning Delivery Modalities under Basic Education Learning Continuity Plans (BE LCPs) in Light of the COVID-19 Public Health Emergency** on September 7-18.

2. The assigned grade level and technical assistance provider/monitor for the dry run are indicated below:

<b>School</b>	<b>Grade Level Assignment</b>	<b>Technical Assistance Provider/Monitor</b>
Amoros Elementary School	Kindergarten	Manuel A. Janubas
Bolisong Elementary School	Grade 1	Genevieve E. Lusterio
Cogon Elementary School	Grade 2	Genevieve E. Lusterio
El Salvador City Central School	Grade 3	Ninian A. Alcasid
Himaya Elementary School	Grade 4	Margie R. Valmoria
Hinigdaan ES	Grade 5	Fritzie C. Sillabe
Kalabaylabay Elementary School	Grade 6	Aster M. Gallega
Kibonbon Elementary School	Kindergarten	Aster M. Gallega
Molugan Central School	Grade 1	Roque R. Sabasaje
Pedro SA Baculio ES	Grade 2	Margie R. Valmoria
Sambulawan ES	Grade 3	Lorna H. Estrosas
San Francisco ES	Grade 4	Annabel M. Mamaclay





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<b>School</b>	<b>Grade Level Assignment</b>	<b>Technical Assistance Provider/Monitor</b>
Sinaloc Elementary School	Grade 5	Manuel A. Janubas
Taytay Elementary School	Grade 6	Margie R. Valmoria
Ulaliman Elementary School	Kindergarten	Helen E. Maasin
Cogon National High School	Grade 11	Roque R. Sabasaje
El Salvador City NHS	Grade 7	Ninian A. Alcasid
Himaya NHS	Grade 8	Annabel M. Mamaclay
Hinigdaan NHS	Grade 9	Fritzie C. Sillabe
Molugan NHS	Grade 12	Helen E. Maasin
Sambulawan NHS	Grade 10	Lorna H. Estrosas
San Francisco NHS	Grade 7	Annabel M. Mamaclay
Sinaloc NHS	Grade 8	Manuel A. Janubas

3. The Self-Learning Module Validation Instruments shall be submitted for analysis to EPS-LRMDS for the quality assurance of the said learning material.
4. Attached are the copies of the issuance, readiness templates for the three phases and monitoring tools for reference.
5. Immediate and wide dissemination of this memorandum is desired.

**OLGA C. ALONSABE, PhD., CESE**  
Asst. Schools Division Superintendent  
OIC-Office of the Schools Division Superintendent

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

Curriculum

CID/ NAA





Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO

DepED-X  
Cagayan de Oro City

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RELEASED

Office of the Regional Director

August 20, 2020

REGIONAL MEMORANDUM

No. 3/cj s.2020

**DRY RUN OF THE BASIC EDUCATION LEARNING CONTINUITY PLANS  
(BE LCP'S) OF ALL SCHOOLS IN LIGHT OF THE COVID-19  
PUBLIC HEALTH EMERGENCY**

To: Schools Division Superintendents  
Assistant Schools Division Superintendents  
SDO Chiefs/Education Program Supervisors  
Elementary and Secondary School Heads  
All Others Concerned

1. Committed to enabling all learners to complete quality basic education and in preparation for the opening of the School Year 2020-2021, the Department of Education (DepEd) Regional Office X directs all Schools Division Offices (SDOs) to conduct a five-day **Dry Run of the Basic Education Learning Continuity Plans (BE LCPs) of All Schools in Light of the Covid-19 Public Health Emergency from August 24 to September 30.**
2. As per agreement during the 10th Regional Management Committee Video Conference, the SDOs shall conduct a simulation of Distance Learning Delivery Mode in all schools, all grade levels, and in all learning areas. The SDOs shall utilize in the simulation the locally-developed self-learning modules, as well as the learning episodes and other digital formats of the SLMs, which will also be validated through the attached validation tools.
3. The validation tools shall be submitted for analysis to EPS-LRMDS whose observations and suggestions will be incorporated into the learning resources utilized.
4. It is advised that the SDOs shall submit their schedules of the said simulation, at least, a week before the conduct of the activity.
5. Further, for Radio/TV Based Instruction, the SDOs shall coordinate among themselves and submit their final schedules to the RO.



**Address** : DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City  
**Telephone Nos.** : (088) 856-3932 | (088) 881-3137 | (088) 881-3031  
**Email Address** : region10@deped.gov.ph  
**Web site** : http://deped10.com



6. Attached are copies of the suggested dry-run readiness plan for the three phases and the monitoring tools for reference.
7. Immediate and wide dissemination of this Memorandum is desired.



**DR. ARTURO B. BAYOCOT, CESO III**  
Regional Director

ATCH.: As stated

CLMD/mem

Attachment No. 1 to Regional Memorandum No. \_\_\_\_\_, s. 2020

**CONDUCT OF DRY RUN OF THE BASIC EDUCATION LEARNING CONTINUITY  
PLAN OF ALL SCHOOLS IN THE REGION (BE LCP) IN LIGHT OF THE COVID-19  
PUBLIC HEALTH EMERGENCY**

<b>Schools Division Office</b>	
<b>District</b>	
<b>School</b>	
<b>Grade Level</b>	
<b>School Typology</b>	
<b>Distance Learning Delivery Mode Adopted</b>	
<b>School Head</b>	

**PHASE 1: SCHOOL READINESS**

<b>AREAS</b>	<b>DESCRIPTIONS/ DETAILS</b>	<b>TIME FRAME (if needed)</b>	<b>RESOURCES NEEDED</b>	<b>PERSONS INVOLVED</b>
Organizing the class for dry run				
Class Size/Group				
Assignment of Teacher				
Preparation of Learning Packages				
Matrix of Requirements of the Distance Learning Delivery Mode				
Class Program				
External Stakeholders' Orientation (Parents & Community)				
Health & Safety Measures Against COVID 19				
Source of Funds				
Documentation (Narratives, Video Clips, Interviews, Pictures, etc.)				

### PHASE 2: IMPLEMENTATION

AREAS	DESCRIPTIONS/ DETAILS	TIME FRAME (if needed)	RESOURCES NEEDED	PERSONS INVOLVED
Distance Learning Delivery Modalities				
Weekly Home Learning Plan				
Distribution System				
Class Monitoring /Individual Learning Plan				
Retrieval System				
Documentation (Narratives, Video clips, interview, pictures, etc.)				

### PHASE 3: POST ANALYSIS

PHASES	AREAS	CHALLENGES/ PROBLEMS /SUCCESS ENCOUNTERED	RECOMMENDATIONS
<b>1 School Readiness</b>	Organizing the class for dry run		
	Class Size		
	Assignment of Teachers		
	Preparation of Learning Packages		
	Matrix of Requirements of the Distance Learning Delivery Mode		
	Class Program		
	Health & Safety Measures Against COVID 19		
	Source of Funds		
	External Stakeholders' Orientation (Parents & Community)		
<b>2 Implement- ation</b>	Distance Learning Delivery Modalities		
	Weekly Home Learning Plan		
	Distribution System		
	Class Monitoring /Individual Learning Plan		
	Retrieval System		

<b>Other Remarks</b>	
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Attachment No. 2 to Regional Memorandum No. \_\_\_\_\_, s. 2020

**Learner's Materials**

**Validation Instrument for Learner**

Name of Learner \_\_\_\_\_ Grade & Section \_\_\_\_\_

Name of School: \_\_\_\_\_ Division/District: \_\_\_\_\_

Name of Teacher: \_\_\_\_\_ Region: \_\_\_\_\_

Instruction: Please tick the appropriate column of your honest answer for each criterion.

Particulars	Yes	No	Remarks	
			Page No.	Comments
1. Is the language in the Learner's Materials easily understood?				
2. Are the instructions easily followed?				
3. Can you accomplish the activity independently?				
4. Can you do the activity for a required period of time?				
5. Are the illustrations/pictures interesting?				
6. Do the illustrations/pictures help you understand the lessons and activities?				
7. Are the illustrations/pictures clear?				
<b>Suggestion/Recommendation</b>				

\_\_\_\_\_  
Name and Signature of the Learner

\_\_\_\_\_  
Date



**MONITORING TOOL: DRY RUN OF THE BASIC EDUCATION LEARNING  
CONTINUITY PLAN (BE LCP)**

<b>Schools Division Office</b>	
<b>District</b>	
<b>School</b>	
<b>Grade Level</b>	
<b>School Typology</b>	
<b>Distance Learning Delivery Mode Adopted</b>	
<b>School Head</b>	

**PHASE 1: SCHOOL READINESS**

<b>AREAS</b>	<b>DESCRIPTIONS/ DETAILS</b>	<b>Resources Needed</b>	<b>Hindering Factors</b>	<b>Facilitating Factors</b>	<b>Remarks</b>
<b>ORGANIZING THE CLASS FOR DRY RUN</b>					
<b>CLASS SIZE/GROUP</b>					
<b>ASSIGNMENT OF TEACHER</b>					
<b>PREPARATION OF LEARNING PACKAGES</b>					

<b>MATRIX OF REQUIREMENTS OF THE DISTANCE LEARNING DELIVERY MODE</b>					
<b>CLASS PROGRAM</b>					
<b>EXTERNAL STAKEHOLDERS' ORIENTATION (PARENTS &amp; COMMUNITY)</b>					
<b>HEALTH &amp; SAFETY MEASURES AGAINST COVID 19</b>					

<b>SOURCE OF FUNDS</b>					
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**PHASE 2: IMPLEMENTATION**

<b>AREAS</b>	<b>DESCRIPTIONS/ DETAILS</b>	<b>Hindering Factors</b>	<b>Facilitating Factors</b>	<b>Remarks</b>
<b>DISTANCE LEARNING DELIVERY MODALITIES</b>				
<b>WEEKLY HOME LEARNING PLAN</b>				
<b>DISTRIBUTION SYSTEM</b>				
<b>CLASS MONITORING</b>				

<b>/INDIVIDUAL LEARNING PLAN</b>				
<b>RETRIEVAL SYSTEM</b>				
<b>DOCUMENTATIO N (NARRATIVES, VIDEO CLIPS, INTERVIEW, PICTURES, ETC.)</b>				

**PHASE 3: EXIT CONFERENCE**  
(School with SDO Representative)

<b>PHASES</b>	<b>ISSUES &amp; CONCERNS</b>	<b>RECOMMENDATIONS</b>
<b>SCHOOL READINESS</b>		
<b>IMPLEMENTATION</b>		

*Documentation Needed: Narratives, Video clips, Interview, Pictures*

**Note: Pls send immediately your pictures, videos, brief narratives to: [roxclmd@deped.gov.ph](mailto:roxclmd@deped.gov.ph)**

**Monitored by: \_\_\_\_\_ Date: \_\_\_\_\_**

**Reminders: Submission of LDM validation tools for learners and teachers to SDO-EPS in LRMDS only.**

## Checklist for the General Findings on \_\_\_\_\_

**Instruction:** Please tick the appropriate column of your honest answer for each criterion.

Criterion	Yes	No	Remarks	
			Page No.	Action Taken
<b>Deficiency in Content</b>				
1 Some texts, topics & discussions are repeated				
2 Many visuals (illustrations) have no captions, w/ incorrect citations				
3 There are some violations on Social Content Guidelines				
<b>Incorrect grammar and language use</b>				
1 Shifting from 2nd person singular/plural to 3rd person singular/plural				
2 Incorrect use of daw, raw, din, ng, nang				
3 Sentences w/ plural words must delete “mga” of the words repeated				
4 Retain the original name of ethnic groups				
5 Remove quotation marks for proper nouns in English, Filipino, or mother-tongue				
6 Objectives must be stated in action word (verb) and in present tense				
7 Indent the first sentence of paragraphs and instructions				
8 Use colon (:) after every Aralin number				
9 Serial comma- insert comma before “at” or “o” in series				
10 Use colon in the stem of the objectives				
11 Use semi-colon if there are two or more objectives				
12 Spell out numbers 0-100 & 100 but numbers in scientific units				
13 All numbers must be set in Arabic Numbers not in Roman Numerals except the Region Numbers				
14 Numbers in 4 digits must use space not comma				
15 Retain the original name of ethnic groups then add “mga” before the name (ex mga Tausug not Tausugs)				
16 Spell the following words correctly and consistently: Kuwento, Probinsiya, Estrukturura Barangay, Komersiyo, Imprastrukturura, Aspekto Kabuoan, Setyembre, Pangkat-etniko, Diyalekto				
<b>Inconsistency (w/in the LM &amp; across the Regional LMs)</b>				
1 Lesson elements must be present in all lessons:				
2 -Panimula (Introduction) -Alamin Mo (Springboard) -Tuklasin Mo (Presentation) -Gawin Mo (Activities) -Tandaan Mo (Generalization) -Natutuhan Ko (Assessment)				

Criterion	Yes	No	Remarks	
			Page No.	Action Taken
3 Titles of each unit must be consistent for all regional LMs				
Yunit 1- Mga Lalawigan sa Ating Rehiyon Yunit 2- Mga Kuwento ng Lalawigan sa Ating Rehiyon Yunit 3- Ang Pagkakakilanlang Kultural ng Ating Rehiyon Yunit 4- Ekonomiya at Pamamahala ng Ating Rehiyon				
4 Unit and Lesson Numbers must be set in Arabic Numbers (Yunit 1, Yunit 2, Yunit 3, etc.)				
<b>Inconsistency in book design</b>				
1 Aralin titles must be in capital lower case letters (clc) and must be centered within a box				
2 Does not follow the required layout				
3 Does not follow the appropriate icons				
4 Unclear illustrations				
5 Region Numbers must be set in Roman Numerals				
6 Number the lessons continuously from Unit 1 to Unit 4				
7 Terms/words for emphasis are being defined must be set in boldface (bf) on first mention in the book				
8 Avoid/shorten blank lines that may encourage learners to write on the book				
9 Provide instructions for the learners to write their answers in their notebook or separate sheet of paper				
10 Test construction must be done as follows:				
-For Multiple Choice- Choices must be in alphabet and in capital letters  -For Matching Type- Column A must be in numerical listing and Column B in alphabetical listing and in small letters				
11 All English or foreign words/terms must be treated as follows:				
-1st time mentioned in the book should be set in boldface (bf) -Set in normal font in the succeeding pages				

\_\_\_\_\_  
Signature Over Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position



Criterion	Yes	No	Remarks	
			Page No.	Action Taken

Criterion	Yes	No	Remarks	
			Page No.	Action Taken