



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

DIVISION MEMORANDUM No. ____ s. 2021

TO : Assistant Schools Division Superintendent
Chiefs, SGOD, CID
CID Personnel
SGOD Personnel
Elementary and Secondary School Heads
Public Schools
This Division

FROM : ALICIA E. ANGHAY *AE*
Assistant Schools Division Superintendent
Officer In Charge
Office of the Schools Division Superintendent

SUBJECT : PROPOSAL FOR THE OPENING OF CLASSES FOR SY 2021 - 2022

DATE : August 2, 2021



1. Relative to the plans and preparations for School Year 2021 – 2022, all school heads are directed to submit a proposal indicating the planned learning modalities their school will be implementing.
2. Further, with the new learning landscape brought about by COVID 19, all public elementary and secondary schools are encouraged to open online classes in different levels. This is subject to availability of gadgets to be utilized for online classes.
3. Preparations for the school opening shall be inputted in this link: <https://bit.ly/3xhSXGK> on or before August 9, 2021.
4. The proposal template is attached for reference and guidance.
5. A printed copy of the proposal in A4 size paper should be submitted not later than August 13, 2021.
6. Immediate dissemination and compliance of this Memorandum is desired.



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PROPOSAL FOR THE OPENING OF CLASSES FOR SY 2021 – 2022

I.	Rationale/Brief Background
II.	Profile of Teachers as to Age, Sex, Length of Service, Position, Number of Trainings Attended, Type of Trainings Attended
III.	Inventory of Available Gadgets in School (Specify type of gadgets like laptops, tablets, etc. Indicate also if these gadgets are borrowed by teachers and learners)
IV.	Inventory of Usable SLMs per learning area by grade level
V.	Inventory of other supplementary learning resources and materials
VI.	Number of rooms/learning areas with internet connectivity
VII.	Projected Enrolment
VIII.	Proposed number of classes to be organized per grade level indicating modalities and learning strategies
IX.	Learning Delivery Options 1. Face-to-face 2. Blended Learning 3. Synchronous 4. Asynchronous 5. Bichronous (combination of synchronous and asynchronous classes) 6. Distance Learning (Online, Modular, Radio/TV-Based Instruction) (Describe the preferred learning modalities with corresponding strategies for implementation.)
X.	Preparations for the Incoming School Year (Safety and Health Protocols)
XI.	Plans for Assessment (aligned with preferred modalities)
XII.	Feedback Mechanism (Use of Self Monitoring Tool or other mechanisms developed by school)
XIII.	What are the preparations undertaken by teachers and School Heads for Multi-Modal Learning Delivery
XIV.	External Partnerships

Prepared By: School Head

Reviewed by: PSDS

Verified by: SGOD Chief and CID Chief

Recommending Approval by: ASDS

Approved by: SDS