Republic of the Philippines

Department of Education

REGION III-CENTRAL LUZON

MAY 12 2020

BY: _____

REGIONAL MEMORANDUM
No. 110 , s. 2020

GUIDELINES ON READINESS FOR ONLINE INSTRUCTION

To: **SCHOOLS DIVISION SUPERINTENDENTS**
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
ELEMENTARY AND SECONDARY SCHOOL HEADS AND TEACHERS

1. In preparation for the opening of classes of School Year 2020 - 2021, this Region intends to supplement flexible learning through the use of technology.

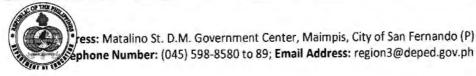2. The following are guidelines to support the readiness of each school for online instruction:

A. ON THE CREATION AND MAINTENANCE OF USER ACCOUNTS

All public schools teaching personnel shall...

a.1 have their own DepEd Email accounts and shall keep these accounts secure, active, and current;

a.2 obtain their Microsoft O365 Accounts from their respective Division Information Technology Officers (DITOs);

a.3 use their DepEd emails in gaining access to the DepEd Commons, DepEd Learning Resource Portals, and DepEd Gmail and Microsoft Office O365 Accounts.

B. ON THE AUTHORIZED DEPED ENTERPRISE ACCOUNTS AND APPLICATIONS

All public schools teaching personnel shall make use of DepEd mandated online applications and resources (with DepEd email as user credentials), such as:

b.1 Google for Education (GSuite for Education)
b.2 GSuite Online Applications for sharing and collaboration
b.3 Microsoft Education
b.4 Microsoft 365 for Education
b.5 Microsoft 0365 for sharing and collaboration

C. ON THE OFFICIAL ONLINE LEARNING PORTALS

The following are the Department's online repository of Learning Resources:

c.1 Learning Resource Portal (https://lrmds.deped.gov.ph)
c.2 DepEd Commons (https://commons.deped.gov.ph)

D. ON THE OFFICIAL SOCIAL MEDIA ACCOUNTS

Follow only the official Social Networking Sites of the Department and the Regional Office

d.1 DepEd Website (https://deped.gov.ph)
d.2 DepEd Region 3 Website (https://region3.deped.gov.ph)
d.3 DepEd Philippines Facebook Page
   (https://www.facebook.com/DepartmentOfEducation.PH)
d.4 DepEd Regional Office III Facebook Page
   (https://facebook.com/depedr3)
d.5 DepEd Philippines Twitter Account (@DepEd_PH)
d.6 DepEd Regional Office III Twitter Account (@deped_ro3)
d.7 DepEd Philippines YouTube Channel
   (http://youtube.com/DepEdCommunications)
d.8 DepEd Region III YouTube Channel
   (https://www.youtube.com/DepartmentofEducationRegionalOfficeIII)

E. ON THE ATTENDANCE TO CAPACITY BUILDING AND TRAINING ONLINE

All public schools' teaching personnel shall only attend to DepEd mandated and endorsed webinars, trainings, online classes, and capacity building to effectively transition from teaching into the physical classroom to its digital counterpart.

F. ON THE AVAILABILITY OF OTHER LICENSED SOFTWARE

To curb software piracy, the Department has procured software licenses intended for specific users. The complete list of software licenses is available at DepEd ICTS (Information and Communication Technology Service) of the Central Office, and can be requested through the Division ITOs, who in turn shall assess and validate the necessity of the request. The request shall be communicated formally to the DepEd Regional Office at region3@deped.gov.ph.

G. ON THE USE OF AVAILABLE ONLINE STORAGE

Cloud storage are automatically provided through the DepEd's enterprise accounts. The following cloud storage services are to be utilized and maximized fully as online repositories of content, validation, and assessment using the DepEd email account as user credential:

a. Google Drive
b. Microsoft One Drive

For the purpose of security, sharing and collaboration shall be between DepEd accounts only, unless authorized by the Schools Division Superintendent through the DITOs.

H. ON THE AVAILABILITY OF HARDWARE AND COMPUTING EQUIPMENT FOR TEACHERS

h.1 DepEd Computerization Program (DCP) Packages – The DCP is a Department initiative to provide schools with computer packages to assist in Teaching and Learning. These packages have different components, and is categorized by batch. Per OUA Memo 4029 entitled Guidelines on the Use of Desktop Computers, Laptops Tablet PCs, and Smartphones at Home During the COVID19 Pandemic released on April 13, 2020, the Office of the Undersecretary for Administration authorized School Heads to release Desktop Computers, Laptops, Tablet PCs, and Smartphones to teachers for use in the conduct of online trainings and online classes during the COVID-19 pandemic. The Schools Division Superintendents through their respective DITOs

and Supply Officers however shall institute guidelines on proper disbursement and shall hold accountable each recipient following the rules and regulations of property and accountability transfer.

h.2 Computers and computing equipment donated by external partners - The same mandate shall be followed by each division as to the rules and regulations of property and accountability transfer.

h.3 Computers and computing equipment brought through MOOE and Capital Outlay.

3. A school with the capability to create, customize, or purchase a Learning Management System (LMS) shall take into consideration the following technology issues especially in assessing teachers who will conduct the online classes and learners who are capable of attending online classes:

A. AREA OF ACCESS

a.1 Rural
a.2 Urban

B. ACCESS TO AVAILABLE NETWORK INFRASTRUCTURE AND INTERNET CONNECTIVITY

b.1 OTA (Over the Air) Data Signal (2G, 3G, 4G, LTE)
b.2 Fiber Connection
b.3 DSL
b.4 Free WiFi (Pipol Konek or other free service provided by the community)
b.5 Free Data

C. INTERNET BANDWITH SPEED

c.1 Upload Speed
c.2 Download Speed

D. TYPE AND NUMBER OF EQUIPMENT/GADGET PER HOUSEHOLD

d.1 Computer (Desktop, Laptop) – consider also the type of Operating System (OS) and generation/type of processor
d.2 Mobile Devices (Smartphones, Tablets) – include the type of OS
d.3 Television Set (CRT, LCD, LED, Smart TV)
d.4 Radio – include type of broadcast signal (FM, AM, SW, DAB)

4. From the data generated above, determine the type of Learning Management System to be created/ customized/ purchased:

   A. TYPE OF LEARNING MANAGEMENT SYSTEM TO BE CREATED OR LOCALIZED

   a.1 Online / Web-based
   a.2 Hosted / Cloud – based
   a.3 Open Sourced
   a.4 Commercial
   a.5 Free
   a.6 Offline / Installed

5. Follow the ACE Rules in crafting the Learning Management System process:
   a. Activate from Context
   b. Connect to Content
   c. Evaluate to Validate

6. Create a schedule that will alternate between Learning Management System online lesson features and offline assignments away from the computer.

7. Finally, involve parents/ guardians / community in the assessment of online teaching and learning.

8. For your information and proper guidance.

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