



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

July 8, 2020

DIVISION MEMORANDUM
No. 266 s. 2020

**IMPLEMENTATION OF THE LEARNING DELIVERY MODALITIES (LDM) 1 COURSE
FOR DIVISION AND SCHOOL LEADERS UNDER THE BASIC EDUCATION
LEARNING CONTINUITY PLAN (BE-LCP)**

TO: ASDSs
OIC-Chief CID
Chief SGOD
Public Schools District Supervisors (PSDSs)/ACTING PSDSs
Elementary and Secondary School Heads
ALL OTHERS CONCERNED

1. Attached is Regional Memorandum No. 0344, s. 2020 dated July 8, 2020 entitled "**IMPLEMENTATION OF THE LEARNING DELIVERY MODALITIES (LDM) 1 COURSE FOR DIVISION AND SCHOOL LEADERS UNDER THE BASIC EDUCATION LEARNING CONTINUITY PLAN (BE-LCP)**", contents of which are self-explanatory for the information and guidance of all concerned.
2. This will be conducted in two online activities via **MS Teams Live Stream** with the indicative dates and expected participants enumerated as follows:

No	ACTIVITY	INDICATIVE DATE AND TIME	PATICIPANTS
1	Regional Orientation for LDM1 Course PMT Lead: NEAP-R Focal Person Major Content: <i>LDM1 Course</i> <i>Module 1-Course Introduction including Establishing and Supporting LACS</i>	July 9, 2020 1:00 PM to 5:00PM	SDS/ASDSs (<i>those who was not able to attend last July 1, 2020 conducted by NEAP CO</i>) SGOD Chief CID Chief ALL Division EPSvr 54 – PSDSs ALL School Heads (both Elementary and Secondary)
2	Regional Training on LDM1 Course for School and Division Leaders	July 10, 13, 14, 15, 16, 17, 20, 21, 22, 23, 2020	SGOD Chief CID Chief ALL Division EPSvr 54 – PSDSs ALL School Heads (both Elementary and Secondary)
	Part I. Theoretical	9:00 AM to 4:00 PM	
	Part 2: Practicum	August to November 2020	


3. The participants are directed to accomplish the online registration through this link:

<http://deped.in/RegLDMCourse>



4. For the information, guidance and compliance of all concerned.

5. Immediate dissemination of this Memorandum is desired.


BIANITO A. DAGATAN EdD, CESO V
Schools Division Superintendent



0050 Lino Chatto Drive Barangay, Cogon, Tagbilaran City, Bohol
Tel Nos.: (038) 412-4938; (038) 411-2544 (038) 501-7550
Telefax: (038) 501-7550 email add: deped.bohol@deped.gov.ph





Republic of the Philippines
Department of Education
 REGION VII – CENTRAL VISAYAS

*Dr. Cemini
 for dissemination
 and other appropriate
 action.*

Office of the Regional Director

REGIONAL MEMORANDUM
 No. **0344** , s. 2020

JUL 8 2020

**IMPLEMENTATION OF THE LEARNING DELIVERY MODALITIES (LDM) 1 COURSE FOR
 DIVISION AND SCHOOL LEADERS UNDER THE BASIC EDUCATION LEARNING
 CONTINUITY PLAN (BE-LCP)**

To: SCHOOLS DIVISION SUPERINTENDENTS
 REGION 7 FUNCTIONAL DIVISION CHIEFS
 ALL OTHERS CONCERNED

1. Per Memorandum OSEC-NEAP-OD-2020-0618 from the Department of Education, National Educators Academy of the Philippines (NEAP) entitled: **“Implementation of the Learning Delivery Modalities (LDM) 1 Course for Division and School Leaders Under the Basic Education Learning Continuity Plan (BE-LCP)”**, this Office will conduct two online activities via MS Teams Live Stream with the indicative dates and expected participants enumerated as follows:

No.	Activity	Indicative Date and Time	Participants
1	Regional Orientation for LDM1 Course PMT Lead: NEAP- R Focal Person Major Content: <i>LDM1 Course Module 1-Course Introduction including Establishing and Supporting LACs</i>	July 9, 2020 1:00 PM-5:00 PM	SDSs/ASDSs (for those who was not able attend the Orientation on July 1,2020 conducted by NEAP CO) Division Chiefs Division Supervisors District Supervisors School Heads
2	Regional Training on LDM1 Course for School and Division Leaders Part I: Theoretical	July 10,13,14,15, 16,17,20,21,22, 23, 2020 9:00 AM- 4:00 PM	Division Chiefs Division Supervisors District Supervisors School Heads
	Part 2: Practicum	August to November 2020	



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DOWNLOADED
 DATE: 7/8/2020
 TIME: 9:59 AM
 SIGNATURE: [Signature]



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REGION VII - CENTRAL VISAYAS

Office of the Regional Director

2. All Schools Division Superintendents through the HRD SEPS are directed to email the list of participants using the given template below to rosa.cabotaje@deped.gov.ph on or before **July 8, 2020**.

Division: _____

Participants to the LDM1 Course Regional Orientation and Training

No.	Name	Position	Work Station	E-mail Address

3. Please see attached documents for your information and guidance.

- ❖ LDM1 Course Memorandum OSEC-NEAP-OD-2020-0618
- ❖ Appendix 1 to Memorandum on Implementation of LDM Courses Under the BE-LCP
- ❖ Program Schedule Matrix
- ❖ Program Management Team

4. For queries you may contact Mr. Victor V. Yntig, HRDD Chief and Mr. Misael G. Borgonia, FTAD Chief through (032) 414 7324.

5. Immediate dissemination of this Memorandum is desired.

SALUSTIANO T. JIMENEZ JD, EdD, CESO V

Director III

OIC- Office of the Regional Director

STJ/CAE/HRDD/VVY/MGB/RHC



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Republic of the Philippines
Department of Education
 REGION VII – CENTRAL VISAYAS

**Regional Orientation on LDM1 Course
 for School and Division Leaders**

*SDSs/ASDSs
 Division Chiefs
 Division and District Supervisors
 School Heads*

**July 9, 2020
 1:00 PM -5:00 PM**


MS TEAMS LIVE STREAM

PROGRAM MANAGEMENT TEAM (PMT)

Role	Name	Terms of Reference
Program Director	Dr. Salustiano T. Jimenez	<ul style="list-style-type: none"> ○ Oversees the smooth conduct of the LDM1 course training.
Assistant Program Director	Dr. Cristito A.Eco	<ul style="list-style-type: none"> ○ Assists RD in overseeing the smooth conduct of the LDM1 course training.
Program Managers	Mr. Victor V. Yntig Chief, ASD	<ul style="list-style-type: none"> ○ Leads in the conduct of the LDM1 Course ○ Facilitates the debriefing
	Mr. Misael G. Borgonia Chief FTAD & PPRD	<ul style="list-style-type: none"> ○ Co -Leads in the conduct of the LDM1 Course ○ Co-Facilitates debriefing sessions
Asst. Program Managers	Dr. Maria Jesusa C. Despojo Chief, CLMD Dr. Benjamin Tiongzon Chief, ASD Mr. Tomas Pastor, Chief, ESSD	<ul style="list-style-type: none"> ○ Assists in the conduct of the LDM1 Course ○ Attends debriefing sessions
Finance Officer	Mr. Sylvio H. Sabino Chief FD	<ul style="list-style-type: none"> ○ Provides financial supports needed ○ Attends debriefing sessions
Training Managers	Dr. Rosa H. Cabotaje EPS.HRDD	<ul style="list-style-type: none"> ○ Assists the Program Managers in the smooth conduct of the LDM1 Course ○ Crafts Memorandum for the dissemination of the activity ○ Prepares the Program Schedule Matrix (PSM) ○ Prepares the power point presentation for the activity at hand. ○ Shares the slide decks during the activity. ○ Prepares completion report ○ Indorses the program completion report to the Administrative Assistant for HRDD safekeeping and furnish copy to FTAD. ○ Acts as MS Live Stream's Director ○ Serves as moderator in debriefing
	Mrs. Helen D. Sabino EPS,HRDD	<ul style="list-style-type: none"> ○ Assists the Program Managers in the smooth conduct of the LDM1 Course ○ Ensures the availability of all LFs ○ Prepares registration and program evaluation links

		<ul style="list-style-type: none"> o Acts as Moderator in the Q & A MS Live Stream o Attends debriefing sessions
	Mrs. Doris Esmero EPS, FTAD	<ul style="list-style-type: none"> o Assists the Program Managers in the smooth conduct of the LDM1 Course o Documents/records the proceedings of the activity o Consolidates the issues and concerns to be indorsed to the Top Management for policy calibration, if possible o Documents debriefing sessions
Co-Training Managers	Mr. Allan Villacampa EPS, FTAD	<ul style="list-style-type: none"> o Prepares video timer for the health break and turn over to the Producer in MS Teams Live o Oversees the readiness of the training platform for the day's session (physical arrangement, sounds and equipment, etc.
	Dr. Mitchelin L. Micabani EPS, HRDD	<ul style="list-style-type: none"> o Creates group in MS Teams and assigned Channels o Sends the attendees' link and certificates o Act as Producer in the Live Stream o Shares the slide decks during the activity o Coordinates number of attendees in PPRD
	Dr. Grace C. Pepito , FTAD	<ul style="list-style-type: none"> o Consolidates sessions outputs of attendees
	Dr. Ricky S. Yabo EPS II, HRDD	<ul style="list-style-type: none"> o Serves as anchor person in opening and closing program o Sends the attendees' link and certificates o Introduces the learning facilitator on board with brief and relevant citation o Give instructions/announcements as necessary
Secretariat/Logistics Officers	Mrs. Roselle Aguilar HRDD, RO7	<ul style="list-style-type: none"> o Prepares attendance sheet o Keeps records of the number of actual attendees for the orientation o Oversees the checking of the day's attendance o Monitors HRD RO7 Group Chat and HRDD Family
	Mr. Rosario Pagal Jr. HRDD	<ul style="list-style-type: none"> o Prepares Certificates of Attendance/Participation/Recognition o Counterchecks the actual participants to be given the certificate/s o Prepares link for daily evaluation o Keeps the pertinent documents for the completion report
	Mr. Augustus Czar P. Ariza, FTAD	<ul style="list-style-type: none"> o Reviews the entries of the prepared certificates of Attendance/Participation/Recognition
QAME Team Leader	Dr. Emiliano B. Elnar Jr. Chief, QAD	<ul style="list-style-type: none"> o Oversees the QAME Monitors
Quality Assurance, and Monitoring and Evaluation (QAME), and Program Management Team (PMT) Monitors	Dr. Eduardo Omaña EPS, QAD Dr. Felina s. Calledo EPS, QAD Ms. Cynthia Miro EPS, QAD Emerson Degamo EPS, QAD Rogaciano Bajo, EPS, QAD	<ul style="list-style-type: none"> o Ensures that all participants have evaluated o Conducts FGD o Attends debriefing sessions and reports results of process observation

<p>Process Observer</p>	<p>Berna Ysulan, PDO IV, ESSD Juvelyn Otero, EPS, CLMD Gilda Bancog, EPS, CLMD Cesar Restauro, EPS, CLMD Judith Abellaneda EPS, CLMD Roland Villegas, EPS, CLMD Marilyn Mirand, EPS, CLMD Elaine Perfecio, EPS, CLMD Quirico Sumampong, EPS, CLMD</p>	<ul style="list-style-type: none"> ○ Observes the conduct of the entire session, the learning facilitator on board, and behavior of participants using the following evaluation tools: <ul style="list-style-type: none"> ➤ F3-M&E Form 2: Learning Process Observation ➤ Facilitation Skills and the Checklist of Facilitation Skills ○ Attends debriefing sessions and reports results of process observation ○ Submits reports to the M&E personnel assigned for the program
<p>Workshops Apps Admin (Padlet, google, slid.o, etc.)</p>	<p>Mr. Rey P. Tan EPS, PPRD Ms. Maurita Ponce EPS, CLMD</p>	<ul style="list-style-type: none"> ○ Creates link for the session workshops as needed and send it to the MS Teams Live Stream Director ○ Coordinates with the Learning Facilitators for the application to be used in their workshops /activities ○ Submits participants' outputs to assigned Learning Facilitator copy furnish to MS Teams Live Stream Director ○ Attends debriefing sessions
<p>Online Platform Managers</p>	<p>Ms. Johnnyline P. Jadon, ITO Ms. Dimple Fermase Mr. Christian Pondar</p>	<ul style="list-style-type: none"> ○ Leads the MS Teams Live Stream including the dry run ○ Ensures MS Teams Live Stream is working all throughout the training ○ Acts as MS Teams Live Stream Producer ○ Schedules the MS Team Live Stream ○ Sends attendees link to MS Live Stream Director and Producer ○ Sends production teams' link to the producers and presenters ○ Coordinates with the MS Live Stream Director
<p>TA providers and/or Coaches)</p>	<p>Ms. Danise Tiongson NEAP CO Malou Flores, CBE</p>	<ul style="list-style-type: none"> ○ Provide Technical Assistance


SALUSTIANO T. JIMENEZ JD, EdD, CESO V
 Director III *MS*
 OIC- Office of the Regional Director

STJ/CAE/HRDD/VVY/MGB/RHC



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Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS

**REGIONAL ORIENTATION FOR LEARNING DELIVERY MODALITIES
COURSE 1 (LDM1)**

**Participants: Division Chiefs
Division and District Supervisors
School Heads**

**July 9, 2020
1:00 PM- 5:00 PM
MS TEAMS LIVE STREAM**

Time	Activities	Facilitator	Co-Facilitator
1:00PM-1:30 PM	Registration	HRDD	FTAD
1:31PM-2:01 PM	Preliminaries and Opening Program	Mr. Victor V. Yntig	Dr. Rosa H. Cabotaje
2:02PM- 2:30 PM	Session 1: Organization of LDM1 LAC	Mr. Slyvio H. Sabino	Dr. Maria Jesusa Despojo
2:31 PM-3:15 PM	Session 2: Course Overview	Mr. Tomas T. Pastor	Mrs. Helen D. Sabino
3:16 PM- 4:00 PM	Session 3: Training Delivery and Implementation	Mr. Misael G. Borgonia	Ms. Doris Esmero
4:01 PM - 4:30 PM	Session 4: Synthesis, Next Step and Activity Evaluation	Dr. Emiliano B. Elnar, Jr.	Dr. Benjamin Tiongzon
4:30 PM- 5:00 PM	Program Management Team DEBRIEFING		

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Republic of the Philippines
Department of Education
 REGION VII – CENTRAL VISAYAS

Regional Training on LDM1 Course for School and Division Leaders

*Division Chiefs
 Division and District Supervisors
 School Heads*

July 10,16,17,20,21,22, 23, 2020

MS TEAMS

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Asst. Program Managers	Dr. Maria Jesusa C. Despojo <i>Chief, CLMD</i> Dr. Benjamin Tiongzon <i>Chief, ASD</i> Mr. Tomas Pastor, <i>Chief, ESSD</i>	<ul style="list-style-type: none"> ○ Assists in the conduct of the LDM1 Course ○ Attends debriefing sessions
Finance Officer	Mr. Sylvio H. Sabino <i>Chief FD</i>	<ul style="list-style-type: none"> ○ Provides financial supports needed ○ Attends debriefing sessions
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Co-Training Managers	Mr. Allan Villacampa EPS, FTAD	<ul style="list-style-type: none"> ○ Prepares video timer for the health break and turn over to the Producer in MS Teams Live ○ Oversees the readiness of the training platform for the day's session (physical arrangement, sounds and equipment, etc.
	Dr. Mitchelin L. Micabani EPS, HRDD	<ul style="list-style-type: none"> ○ Creates group in MS Teams and assigned Channels ○ Sends the attendees' link and certificates ○ Act as Producer in the Live Stream ○ Shares the slide decks during the activity ○ Coordinates number of attendees in PPRD
	Dr. Grace C. Pepito , FTAD	<ul style="list-style-type: none"> ○ Consolidates sessions outputs of attendees
	Dr. Ricky S. Yabo EPS II, HRDD	<ul style="list-style-type: none"> ○ Serves as anchor person in opening and closing program ○ Sends the attendees' link and certificates ○ Introduces the learning facilitator on board with brief and relevant citation ○ Give instructions/announcements as necessary
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	Mr. Rosario Pagal Jr. HRDD	<ul style="list-style-type: none"> ○ Prepares Certificates of Attendance/Participation/Recognition ○ Counterchecks the actual participants to be given the certificate/s ○ Prepares link for daily evaluation ○ Keeps the pertinent documents for the completion report
	Mr. Augustus Czar P. Ariza, FTAD	<ul style="list-style-type: none"> ○ Reviews the entries of the prepared certificates of Attendance/Participation/Recognition
QAME Team Leader	Dr. Emiliano B. Elnar Jr. Chief, QAD	<ul style="list-style-type: none"> ○ Oversees the QAME Monitors
Quality Assurance, and Monitoring and Evaluation (QAME), and Program Management Team (PMT) Monitors	Dr. Eduardo Omana EPS, QAD	<ul style="list-style-type: none"> ○ Ensures that all participants have accomplished the daily and program evaluation ○ Conducts Focus Group Discussion ○ Reports results of process observation during the debriefing

Breakout Session Channel Managers LDM1SDOC1 Bais City, Bayawan City, Bogo City	Dr. Berna Ysulan PDO IV, ESSD Dr. Juvelyn Otero EPS, CLMD	<ul style="list-style-type: none"> ○ Manages the breakout session meetings and workshops ○ Gives instruction/announcement as necessary of their assigned Breakout Session Channel <ul style="list-style-type: none"> - Reminds the attendees of the daily and program evaluation ○ Monitors the checking of the daily attendance ○ Consolidates Breakout Session Channel outputs ○ Provides Technical Assistance
LDMISDOC2 Bohol, Carcar City, Cebu City	Dr. Gilda Bancog EPS, CLMD Mr. Cesar Restauero EPS, CLMD	
LDM1SDOC3 Cebu Province, Danao City, Dumaguete City	Dr. Judith Abellaneda EPS CLMD Dr. Roland Villegas EPS, CLMD	
LDM1SDOC4 Guihulngan City, Lapu-Lapu City, Mandaue City	Dr. Marilyn Miranda EPS, CLMD Dr. Elaine Perfecio EPS, CLMD	
LDM1SDOC5 City of Naga, Negros Oriental, Siquijor	Ms. Cynthia Miro EPS QAD Mr. Quirico Sumampong EPS, CLMD	
LDM1SDOC6 Tagbilaran City, Talisay City, Tanjay City, Toledo City	Mr. Rogaciano Bajo EPS, QAD Dr. Grace Capangpangan PSDS, FTAD	
Process Observer	Dr. Emerson Degamo EPS, QAD Dr. Felina Calledo EPS, QAD	<ul style="list-style-type: none"> ○ Observes the conduct of the entire session, the training facilitator on board, and behavior of participants using the following evaluation tools: <ul style="list-style-type: none"> ➤ F3-M&E Form 2: Learning Process Observation ➤ Facilitation Skills and the Checklist of Facilitation Skills ○ Attends debriefing sessions and reports results of process observation ○ Submits reports to the M&E personnel assigned for the program
Workshops Apps Admin (Padlet, google, slid.o, etc.)	Mr. Rey P. Tan EPS, PPRD Ms. Maurita Ponce EPS, CLMD	<ul style="list-style-type: none"> ○ Creates link for the session workshops as needed and send it to the MS Teams Live Stream Director ○ Coordinates with the Learning Facilitators for the application to be used in their workshops /activities ○ Submits participants' outputs to assigned Learning Facilitator copy furnish to MS Teams Live Stream Director ○ Attends debriefing sessions

Online Platform Managers	Ms.Johnnyline P. Jadon, ITO Ms.Dimple Fermase Mr.Christian Pondar	<ul style="list-style-type: none"> ○ Leads the MS Teams Live Stream including the dry run ○ Ensures MS Teams Live Stream is working all throughout the training ○ Acts as MS Teams Live Stream Producer ○ Schedules the MS Team Live Stream ○ Sends attendees link to MS Live Stream Director and Producer ○ Sends production teams' link to the producers and presenters ○ Coordinates with the MS Live Stream Director
TA providers and/or Coaches)	Ms. Danise Tiongson NEAP CO Malou Flores CBE	<ul style="list-style-type: none"> ○ Provide Technical Assistance



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 REGION VII – CENTRAL VISAYAS

REGIONAL TRAINING FOR LEARNING DELIVERY MODALITIES
COURSE 1 (LDM1)

Participants: Division Chiefs
Division and District Supervisors
School Heads

July 13,14,15,16,17,20,21,22, 23, 2020

9:00 AM- 4:00 PM

MS TEAMS

Day	Module	Title	Facilitators	Co-Facilitators
July 9, 2020	1	Course Orientation	Mr. Victor V. Yntig	Dr. Rosa H. Cabotaje
July 13-14,2020	2	The Learning Delivery Modalities	Dr. Maria Jesusa Despojo Mr. Sylvio H. Sabino	Ms. Helen D. Sabino
July 15,16,17, 2020	3	The Decision Tree and Readiness Assessment	Dr. Benjamin Tiongzon	Dr. Gilda Bancog Mr. Cesar Restauro
July 20-21,2020	4	Planning for Implementation	Mr. Tomas T. Pastor Ms. Merden Bryant	Dr. Berna Ysulan Mr. Rey P. Tan
July 22,2020	5	TA Mechanism	Mr. Misael G. Borgonia Ms. Doris Esmero	Allan Villacampa Dr. Grace C. Pepito
July 23, 2020	6	M&E Mechanism	Dr. Emiliano B. Elnar, Jr.	Dr. Eduardo Omaña Dr. Felina S.Calledo
August to November 2020	Module 7- Practicum			

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Republic of the Philippines
Department of Education

National Educators Academy of the Philippines

MEMORANDUM

OSEC-NEAP-OD-2020-0618

FOR: DIR. LEILA P. AREOLA, Bureau of Learning Delivery
DIR. JOCELYN D.R. ANDAYA, Bureau of Curriculum Development
DIR. ROGER B. MASAPOL, Planning Service
REGIONAL DIRECTORS
MINISTER, BASIC HIGHER AND TECHNICAL EDUCATION, BARMM
SCHOOLS DIVISION SUPERINTENDENTS
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS
EXTERNAL PARTNERS
ALL OTHERS CONCERNED

FROM: 
JOHN ARNOLD S. SIENA
Director IV, NEAP

SUBJECT: IMPLEMENTATION OF THE LEARNING DELIVERY MODALITIES
(LDM) 1 COURSE FOR DIVISION AND SCHOOL LEADERS UNDER
THE BASIC EDUCATION LEARNING CONTINUITY PLAN (BE-LCP)

DATE: July 03, 2020

1. With the DepEd adoption of the Basic Education Learning Continuity Plan (BE-LCP) approved by the COVID-19 Inter-Agency Task Force (IATF), the National Educators Academy of the Philippines (NEAP), in coordination with relevant bureaus and offices in the Central Office and with Education Forum partners, will be implementing the training activities for teachers and school leaders in relation to the capacity building component of the BE-LCP.
2. These training activities as well as other related activities aim to:
 - a. improve the readiness of teachers and school leaders for the implementation and management of learning delivery modalities consistent with policies and COVID-19 response framework adopted by the government; and
 - b. provide guidance to the field officials in making informed decisions related to the implementation of the different learning delivery modalities appropriate to their context.
3. The capacity building program will have three courses for each group of target participants:
 - a. Course 1 - Learning Delivery Modalities (LDM)
 - b. Course 2- Learner Well-being and Welfare





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- c. Course 3 - Personal Welfare
4. Course 1 (Learning Delivery Modalities) will be implemented first as part of the preparation for the opening of School Year on August 24, 2020 while Course 2 (Learner Well-Being and Welfare) and Course 3 (Personal Welfare) implementation schedule will be announced in a separate issuance.
 5. Course 1 (Learning Delivery Modalities) has two streams: Learning Delivery Modality Implementation and Management Stream (or LDM1 Course) and Learning Delivery Modalities and their Pedagogies Stream (or LDM2 Course).
 6. The main delivery modality of these LDM courses will be guided independent study through self-learning modules to be made available in electronic (offline/online) and printed versions. To support the training delivery modality, the Learning Action Cells (LAC) will be used as a platform where participants can engage in co-learning with others with the assistance of a coach.
 7. There will be assigned coaches/Technical Assistance Providers (TAPs) for the School Leaders, Division Leaders and Teachers as they undertake the courses such that each region will have a national coaching team composed of:
 - a. CO coaches (Specialists from the CO Bureaus, Services, Offices)
 - b. External Coaches from Education Forum Partners

The coaching mechanism shall be done in close coordination with NEAP in the Region (NEAP-R), and the Regional Field Technical Assistance Division (FTAD) to leverage the existing regional TA mechanism.

8. The training courses will have two major components:
 - a. Theoretical Component- this component involves the implementation of the modules containing the inputs and learning activities that will lead towards achieving the desired learning outcomes.
 - b. Practicum Component - this component, considered as one Module, involves after-training activities that lead towards building the portfolio as demonstration of the desired learning outcomes of the participants relevant to their professional standards. The portfolio may be used as means of verification in the Results-Based Performance Management System.
9. To prepare the field for the implementation of the courses, the online Orientation for the LDM1 Course was conducted on July 1, 2020. The participants were
 - a. Regional Directors/ Assistant Regional Directors
 - b. Regional Supervisors constituted as Field Technical Assistance Teams
 - c. Focal Persons for NEAP in the Region (NEAP-R)
 - d. Schools Division Superintendents/ Asst. Schools Division Superintendents
 - e. Specialists from the Central Office Bureaus and Services
 - f. Education Forum Partners





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National Educators Academy of the Philippines

10. Furthermore, the Training of Coaches was held on July 2-3, 2020 attended by the following:
- Regional Field Technical Team
 - Specialists from the Central Office Bureaus and Services
 - External Coaches from Education Forum Partners
11. The implementation of the LDM1 including the preparatory activities is detailed as follows:

	Activities	Participants	Proposed Dates	Modalities	Participants' Support
1	Meeting of National and External Coaches with NEAP-R	DepED CO Coaches (NEAP, BCD, BLD, and Planning) External Partners NEAP R-Focal Person	July 6, 2020; 2PM via Zoom (link to follow)	Synchronous Online Discussion	Contact Person: Ana-Sol Reyes at anasol.reyes@deped.gov.ph
2	Orientation for LDM1 Course PMT Lead: NEAP-R Focal Person Major Content: *LDM1 Course Module 1-Course Introduction including Establishing and Supporting LACs	May be conducted with all LDM1 participants in one activity or may be conducted by batch as follows: Batch 1: Division Leaders - SDSs/ASDSs Division Chiefs Division and District Supervisors Batch 2: School Heads	Not later than July 8, 2020	Asynchronous and Synchronous Online Discussion	Coaches from RO Field Technical Assistance Teams, CO, and External Partners LAC Leaders composed of Division & District Supervisors and Senior Principals





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3	LDM1 Course for School and Division Leaders Part I: Theoretical Part II: Practicum-	Division Chiefs Division and District Supervisors School Heads	July 8-July 17, 2020	Guided Independent Study through Self-Learning Modules (Offline or Printed), Synchronous and Asynchronous Online Discussion, and LAC Sessions	Coaches from RO Field Technical Assistance Teams, CO, and External Partners LAC Leaders composed of Division & District Supervisors and Senior Principals
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12. The Implementation Guide for the LDM Courses is attached as Appendix 1.
13. For more information, please contact Ms. Ana-Sol B. Reyes, of NEAP-Professional Development Division, through e-mail at lcpcapbldg@gmail.com.
14. Immediate dissemination of this memorandum is desired.





**IMPLEMENTATION GUIDE FOR THE LEARNING
DELIVERY MODALITIES (LDM) COURSES
UNDER THE BASIC EDUCATION
LEARNING CONTINUITY PLAN (BE-LCP)**



**NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES (NEAP)
DEPARTMENT OF EDUCATION (DEPED)
2020**



INTRODUCTION

This implementation guide provides the details for the implementation of the Learning Delivery Modality Courses in the field. Considering the interplay of the various courses under the Basic Education Learning Continuity as well as the layers of governance involved in its implementation, it is important very specific guidance be provided and communicated to all offices and personnel concerned.

The LDM courses are a critical intervention at this point when the Philippine education system is highly motivated to continue to provide quality education to all the learners across the country, while at the same time being mindful that the health, safety and wellbeing of everyone is primordial. Amidst the demand to shift from the all too familiar face-to-face delivery modality to other learning delivery modalities that have to be done remotely, the Department of Education is determined to provide the seamless transition by ensuring that our teachers are trained to implement these "new" learning delivery modalities.

Hence, the smooth and effective implementation of the LDM courses will set the tone for the entire country in the adoption of the learning delivery modalities. While it may not be able to cover the wide range of concerns of education stakeholders with respect to the modalities given the wide disparities in contexts across the country, the courses will provide perspective in terms of national policy and direction as well as some way forward to address very specific and needs of education communities.

It is hoped that this Implementation Guide will indeed serve as a constant companion for our implementing partners in the field.


JOHN ARNOLD S. SIENA
Director IV
National Educators Academy of the Philippines



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LIST OF ACRONYMS

BE-LCP	- Basic Education Learning Continuity Plan
CO	- Central Office
FTAD	- Field Technical Assistance Division
LAC	- Learning Action Cell
LDM	- Learning Delivery Modality
M and E	- Monitoring and Evaluation
MELCs	- Most Essential Learning Competencies
NEAP	- National Educators Academy of the Philippines
NEAP R	- National Educators Academy of the Philippines in the Region
PD	- Professional Development
QAD	- Quality Assurance Division
RA	- Republic Act
RO	- Regional Office
SDO	- Schools Division Office
TAP	- Technical Assistance Provider
TA	- Technical Assistance

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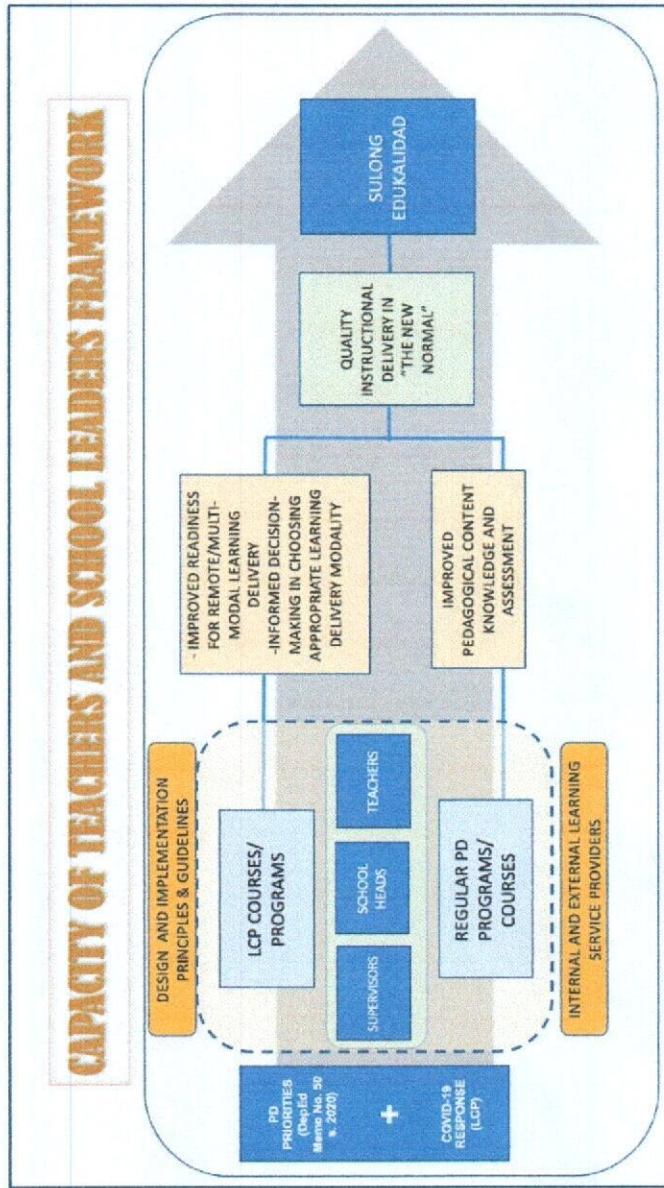


**LEARNING CONTINUITY PLAN TRAINING PROGRAM: COURSES ON THE LEARNING DELIVERY MODALITIES
IMPLEMENTATION GUIDE**

A. THE RATIONALE OF THE PROGRAM

Due to the continuing COVID-19, the Department of Education has to adopt learning delivery modalities that do not involve face-to-face. However, for these implemented, DepEd needs to prepare the teachers and school leaders by providing them training and other professional development interventions. Initial survey results (Asia Foundation and DepEd surveys) showed that majority of the teachers have expressed their lack of confidence in the use of the new learning delivery modalities. They specifically mentioned that they need training on various instructional aspects of the Learning Delivery Modalities such as lesson design and assessment. This is in addition to the issues of connectivity and availability of appropriate devices for teaching and learning.

FIGURE 1. FRAMEWORK OF THE LCP COURSES



B. THE COURSES

The LDM courses will have two streams: the management stream and the instructional stream. The management stream is intended for division and school leaders who are expected to lead the implementation and to manage the processes that ensure access of learners to quality education.

Meanwhile, the instructional stream aims to equip the teachers with the general principles of teaching and learning delivery in the new modalities. Included in this stream is the training of instructional leaders namely Division and District supervisors who provide the technical assistance and coaching to teachers who will undertake the training. It is important to note that providing technical assistance and coaching to teachers on the instructional component of learning delivery modalities is integral in the duties and responsibilities of these instructional leaders.

Below are the topics and modules of each of the streams.

TABLE 1. COURSE TOPICS AND MODULES

STREAM 1	STREAM 2	
<p style="text-align: center;">LDM COURSE 1</p> <p>Module 1 - Orientation Module 2 - The Learning Delivery Modalities Module 3 - The Decision Tree and Readiness Assessment Module 4 - Planning for Implementation Module 5 - TA Mechanism Module 6 - M and E Mechanism Module 7 - Practicum</p>	<p style="text-align: center;">TRAINING OF COACHES FOR LDM COURSE 2</p> <p>Module 1 - Orientation Module 2 - Lesson Designing and Assessment in the Modalities Module 3 - Planning for the Capacity Building of Teachers on LDM Module 4 - Coaching Protocols, Tools and Strategies Module 5 - Practicum</p>	<p style="text-align: center;">LDM COURSE 2</p> <p>Module 1 - Orientation Module 2 - Most Essential Learning Competencies Module 3 - Lesson Design and Assessment in the Modalities Module 4 - Planning for Continuing Prof. Development in the Modalities, Pedagogies and Assessment and LAC Planning Module 5 - Practicum</p>



C. THE DELIVERY MODALITY

The training program will involve the following delivery modalities

- a. Synchronous Learning
- b. Guided Self-Study
- c. Learning Action Cell
- d. Coaching

Synchronous Learning via online platforms will be used for the Orientation Modules of all the courses. Some of the platforms that may be used are:

1. Google Meet
2. MS Teams
3. Zoom
4. Facebook

The following may be used as guide in choosing the platform:

1. Familiarity of the participants
2. Ease of user interface
3. Compatibility with other platforms and online tools
4. Optimal use of bandwidth

Online tools that can be used for various activities such as sharing ideas include padlet, mentimeter, slid.o. You may explore other tools depending on their appropriateness to the activity if you have access to them.

All other Modules will be done through Guided Self-Study through the use of Self-Learning Modules. For this modality, peer learning through the Learning Action Cell, and coaching shall be utilized to support the learners undertaking the Guided Self-Study.

Technical Assistance and Coaching Team shall be constituted as indicated in Table 2 below:

TABLE 2 – COACHING TEAMS

COURSE	CLIENTS	COACH
LDM 1	Division and School Leaders	Assigned National Coaches from CO and External Partners Regional Supervisor/s as Field Technical Assistance Provider
LDM 2	Teachers	District and Division Supervisors, Other Instructional Leaders in the Schools and Schools Divisions
Training Course for LDM 2 Coaches	Division and District Supervisors, Other Instructional Leaders in the Schools and Schools Divisions	Assigned National Coaches from CO and External Partners Regional Supervisor/s as Field Technical Assistance Provider



To prepare the Assigned National Coaches from CO and External Partners, and Regional Supervisor/s as Field Technical Assistance Providers and coaches for their role as defined in the TA and Coaching Guidebook, an orientation-training was conducted prior to their deployment to the regions and schools divisions.

The Learning Action Cells (LACs) shall be constituted before or during the Orientation Module. The LAC, which should not exceed 15 members, shall decide among themselves who shall take the roles as defined in DepEd Order No. 35 s. 2016, which are as follows:

1. LAC Leader
2. LAC facilitator
3. LAC documenter
4. LAC Members

The roles may be changed depending on the decision of the LAC. However, it is strongly suggested that senior Division officials be designated as the LAC leader.

They shall also adopt a set of norms that everyone in the LAC is expected to abide by. Some of these norms include areas such as:

1. Attendance and Punctuality
2. Participation
3. Respect and openness for ideas of others
4. Willingness to contribute and to learn

Since face-to-face interaction is not yet allowed due to the continuing threat of COVID-19, LAC and coaching may likewise use online platforms as may be available to the participants.

ORGANIZING THE LEARNING ACTION CELLS

To organize the Learning Action Cells for LDM 1, the following arrangements may be adopted:

1. The RO through NEAP R in coordination with the SDO through SGOD can organize the Learning Action Cells among the prospective participants such that each LAC, composed of no more than 15 members per DepEd Order 35 s. 2016, will have a senior official as the LAC leader. Senior Official can refer to
 - a. SDS/ASDS
 - b. Chiefs of the Divisions
 - c. Division Supervisors
 - d. District Supervisors
 - e. Identified Senior Principals



- f. Other Education Official who has the proven competence and potential to lead the Learning Action Cell (LAC)
2. The LAC leader shall closely coordinate with the Regional/National coach assigned to the LAC in terms of the following:
 - a. Assignment of roles of other LAC members
 - b. Organizing and leading the team in the LAC sessions
 - c. Monitoring of progress of individual members in the LDM Course
 3. The RO through FTAD, in coordination with NEAP-R, shall facilitate and coordinate the assignment of Regional and national Coaches (RO supervisors, CO specialists from NEAP, Bureaus and other CO units, External Partners) who shall be assigned to the Division LACs. Each Regional and National Coach shall be assigned to no more than 5 LACs.
 4. Aside from other duties and responsibilities as mentioned in the TA/Coaching Handbook and in the LDM 1 Course Section of this Implementation Guide, the regional and national coach assigned to the Learning Action Cells shall be responsible for coordinating with the LAC leaders as identified in item number 1 of this section in terms of
 - i. organizing and assigning roles in the LAC
 - ii. monitoring progress of the LAC
 - iii. monitoring progress of individual members of the LAC in the course modules
 - iv. providing individual technical assistance and/or coaching as may be requested and as indicated in the TA/coaching Plan
 - v. other concerns and areas related to the implementation of the course modules as may be necessary

For the organization of the Learning Action Cells for the Training Course for coaches of LDM 2, the following may be adopted:

1. The RO through NEAP R in coordination with the SDO through SGOD can organize the Learning Action Cells among the prospective participants such that each LAC, composed of no more than 15 members per DepEd Order 35 s. 2016, will have an identified LAC leader from among the participants.
2. The LAC leader shall closely coordinate with the Regional/National coach assigned to the LAC in terms of the following:
 - a. Assignment of roles of other LAC members
 - b. Organizing and leading the team in the LAC sessions
 - c. Monitoring of progress of individual members in the LDM Course
3. The RO through FTAD, in coordination with NEAP-R, shall facilitate and coordinate the assignment of Regional and national Coaches (RO supervisors, CO specialists from NEAP, Bureaus and other CO units, External Partners) who shall be assigned to the Division LACs. Each Regional and National Coach shall be assigned to no more than 5 LACs.



4. Aside from other duties and responsibilities as mentioned in the TA/Coaching Handbook and in the Training Course for LDM 2 Coaches Section of this Implementation Guide, the regional and national coach assigned to the Learning Action Cells shall be responsible for coordinating with the LAC leaders as identified in item number 1 of this section in terms of
 - i. organizing and assigning roles in the LAC
 - ii. monitoring progress of the LAC
 - iii. monitoring progress of individual members of the LAC in the course modules
 - iv. providing individual technical assistance and/or coaching as may be requested and as indicated in the TA/coaching Plan
 - v. other concerns and areas related to the implementation of the course modules as may be necessary

For the organization of the Learning Action Cells for LDM 2, the following may be adopted:

1. The SDO through SGOD in coordination with the School Heads can organize the Learning Action Cells among the prospective teacher-participants such that each LAC, composed of no more than 15 members per DepEd Order 35 s. 2016, will have a senior teacher as LAC leader. Senior teacher refers to
 - a. Master Teacher
 - b. Head Teacher
 - c. Department Head
 - d. Other senior teachers who have proven competence and potential to lead the Learning Action Cell (LAC)
2. The LAC leader shall closely coordinate with the Division Coach assigned to the LAC in terms of the following:
 - a. Assignment of roles of other LAC members
 - b. Organizing and leading the team in the LAC sessions
 - c. Monitoring of progress of individual members in the LDM Course
3. The SDO through SGOD shall facilitate and coordinate the assignment of Division Coaches (District and Division Supervisors, Senior Principals who have proven competence and potential to serve as TA provider/ coach) who shall be assigned to the LACs of teachers. Division coach shall be assigned to no more than 5 LACs.
4. Aside from other duties and responsibilities as mentioned in the TA/Coaching Handbook and in the LDM 2 Course Section of this Implementation Guide, the division coach assigned to the Learning Action Cells shall be responsible for coordinating with the LAC leaders as identified in item number 1 of this section in terms of
 - i. organizing and assigning roles in the LAC
 - ii. monitoring progress of the LAC
 - iii. monitoring progress of individual members of the LAC in the course modules
 - iv. providing individual technical assistance and/or coaching as may be requested and as indicated in the TA/coaching Plan
 - v. other concerns and areas related to the implementation of the course modules as may be necessary



Tables 3 shows the suggested duration of the Modules in each of the courses. The duration, however, may be adjusted provided the entire program will not go beyond July 2020.

TABLE 3 – COURSE DURATION

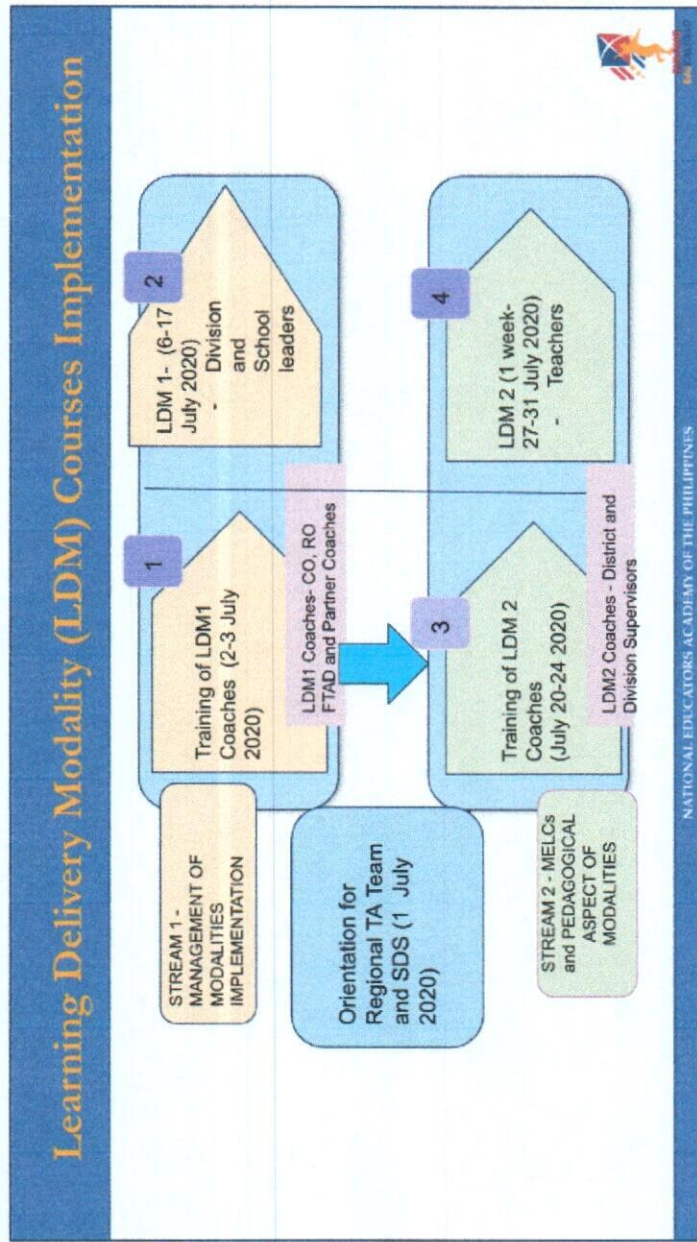
MODULE	STREAM 1		STREAM 2			
	LDM COURSE 1	SUGGESTED TIME ALLOTMENT	TRAINING OF COACHES FOR LDM COURSE 2	SUGGESTED TIME ALLOTMENT	LDM COURSE 2	SUGGESTED TIME ALLOTMENT
	TITLE	10 Days	TITLE	5 Days	TITLE	5 Days
1	Course Orientation	1 day	Course Orientation	1 day	Course Orientation	1 day
2	The Learning Delivery Modalities	2 days	A. Lesson Designing and Assessment in the Modalities B. Learning Resources and Delivery Platforms	2 days	A. Most Essential Learning Competencies B. Learning Resources and Delivery Platforms	1 day
3	The Decision Tree and Readiness Assessment	3 days	Planning for the Capacity Building of Teachers on LDM	1 day	Lesson Design and Assessment in the Modalities	2 days
4	Planning for Implementation	2 days	Coaching Protocols, Tools and Strategies	1 day	Planning for Continuing Prof. Development in the Modalities, Pedagogies and Assessment and LAC Planning	1 day



D. THE COURSE IMPLEMENTATION ARRANGEMENTS, ROLES OF OFFICES AND CONCERNED PERSONNEL

The course implementation schedule is reflected in Figure 2.

FIGURE 2. LDM IMPLEMENTATION SCHEDULE



5	Module 5 - TA Mechanism	1 days	Module 5 - Practicum	September to November 2020	Module 5 - Practicum	September to November 2020
6	Module 6 - M and E Mechanism	1 days				
7	Module 7 - Practicum	August to November 2020				

To provide clarity to the delineation of roles, Tables 4, 5, and 6 show the duties and responsibilities of offices and personnel concerned in the implementation of each of the LDM courses.

TABLE 4 – DUTIES AND RESPONSIBILITIES OF OFFICES AND CONCERNED OFFICIALS IN THE LEARNING DELIVERY MODALITIES COURSE 1 (LDM 1)

NEAP CO AND PARTNERS	NATIONAL COACHING TEAM	REGIONAL OFFICE	SCHOOLS DIVISION	DIVISION TAPS (Division and District Supervisors and Other Instructional Leaders)
Develop the program, course Modules	Provide TA/ coaching to assigned Region and divisions in coordination with NEAP CO and RO through FTAD and NEAP -R	NEAP-R lead in the implementation of the course Orient the schools divisions c/o SGOD HR on the implementation of the course Coordinate with coaches in the monitoring of course implementation and evaluation of module completion	Ensure participation and completion of division and school leaders of LDM 1 Course Assist the Regional Office through NEAP R in the implementation of the course in the Schools Division Assist the Regional Office through FTAD in the implementation of the coaching and technical assistance component of the course	Attend and complete LDM 1 Course Assist the SDO in the monitoring and evaluation of the LDM implementation in the Division Assist the SDO in providing technical assistance to schools in the implementation of the LDM in the Division When so designated, serve as LAC leaders
Monitor the implementation	Assist NEAP CO in monitoring the course implementation			
Constitute the national team for TA and Coaching	Evaluate module completion of assigned participants			
Orient the Coaches and Regional Team/ Train national coaching/TAP team	Recommend to NEAP CO participants for			



<p>Provide technical assistance to NEAP R in the implementation of the course</p> <p>Provide technical assistance to Regional FTAD in the implementation of the coaching/ TAP to the field</p> <p>Provide technical assistance to the Regional QAD in the monitoring and evaluation of the LDM implementation</p> <p>Submit reports to appropriate authorities as may be required</p>	<p>certificate of participation and credit units</p> <p>Submit TA/ Coaching Report based on the Plan</p>	<p>In coordination with the SDO, facilitate and coordinate the organization of LACs among the participants</p> <p>FTAD coordinate the assignment of technical assistance providers and coaches</p> <p>Monitor the performance of National and Regional TA providers and coaches</p>	<p>In coordination with NEAP-R, facilitate the organization of LACs in the Schools Division.</p> <p>Assist the Regional Office through QAD the monitoring and Evaluation of the LDM course implementation</p>	<p>Submit reports as may be required to the SDO</p>
		<p>Prepare and submit report on TA and coaching to NEAP CO through NEAP-R</p> <p>QAD Lead and coordinate the monitoring and evaluation of the implementation of the learning delivery modalities in the schools divisions and schools per M and E framework and plan</p> <p>Monitor and evaluate the functioning of the TA mechanism in the region in relation to the implementation of the LDM courses</p>		



	Submit M and E report to NEAP CO through NEAP-R	
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TABLE 5 - DUTIES AND RESPONSIBILITIES OF OFFICES AND CONCERNED OFFICIALS IN THE LEARNING DELIVERY MODALITIES COURSE 2 (LDM 2)

NEAP CO AND PARTNERS	NATIONAL COACHING TEAM	REGIONAL TEAM	SCHOOLS DIVISION	DIVISION TAPs (Division and District Supervisors and Other Instructional Leaders)	TEACHERS
Develop the program, course Modules	Provide TA/ coaching to assigned Region and divisions	NEAP-R lead in the implementation of the course	Co-lead the implementation of the course in the division	Provide TA/ coaching to assigned teachers	Attend and complete the LDM Course 2
Monitor the implementation	Submit TA/ Coaching report to NEAP -CO and mother office	Orient the schools divisions c/o SGOD HR on the implementation of the course	Ensure participation and completion of teachers of LDM 2	Monitor progress of assigned teachers in the course implementation	Coordinate with assigned coach and fellow teacher-
Orient RO on the program implementation		Coordinate with the SDO on the organization of LACs among the teacher-participants	In coordination with the region, monitor and evaluate the course implementation of the LDM 2	Keep a record of TA/coaching activities including videos	participants in the organization of the LAC and LAC sessions
Provide technical assistance to NEAP R in the implementation of the course		Coordinate with QAD and LDM2 coaches in the monitoring of course implementation and evaluation of module completion	Facilitate and coordinate the organization of LAC among the teacher-participants	Evaluate module completion of assigned participants	Ensure application of learning in professional practice and gather evidence for the portfolio (documents, videos, others)
Provide technical assistance to Regional FTAD in the implementation of the coaching/ TAP to the field				Recommend participants for certificate of participation and credit units to NEAP RO, through the SDS	
Provide technical assistance to the			Monitor the progress and performance of LACs and teacher		



		implementation of the LDM courses		
		Submit M and E report to NEAP CO through NEAP-R		

TABLE 6- DUTIES AND RESPONSIBILITIES OF OFFICES AND CONCERNED OFFICIALS IN THE TRAINING COURSE FOR COACHES OF LDM COURSE 2

NEAP AND PARTNERS	NATIONAL COACHING TEAM	REGIONAL TEAM	SCHOOLS DIVISION	DIVISION TAPs/ Coaches (Division and District Supervisors and Other Instructional Leaders)
Develop the program, course Modules and other training materials as may be needed	Provide TA/ coaching to assigned Region and divisions in coordination with NEAP CO and RO through FTAD and NEAP -R	NEAP-R lead in the implementation of the course	Ensure participation and completion of Division TAPs	Attend and complete Training Course for LDM2 Coaches
Monitor the implementation of the course	Assist NEAP CO in monitoring the course implementation	Orient the schools divisions c/o SGOD HR on the implementation of the course	Assist the Regional Office through NEAP R in the implementation of the course in the Schools Division	When so designated, serve as LAC leaders Submit reports as may be required to the SDO
Provide technical assistance to NEAP R in the implementation of the course	Evaluate module completion of assigned participants	Coordinate with coaches in the monitoring of course implementation and evaluation of module completion	Assist the Regional Office through FTAD in the implementation of the coaching and technical assistance component of the course	
Provide technical assistance to Regional FTAD in the implementation of the coaching/ TAP to the field	Recommend to NEAP CO participants for certificate of participation and credit units	In coordination with the SDO, facilitate and coordinate the organization of LACs among the participants	In coordination with NEAP-R, facilitate the organization of LACs among TAPs/ coaches in the Schools Division.	
Provide technical assistance to the	Submit TA/ Coaching Report based on the Plan	FTAD		



<p>Regional QAD in the monitoring and evaluation of the LDM implementation</p> <p>Submit reports to appropriate authorities as may be required</p>		<p>Upon recommendation of the LDM 2 coaches, issue the certificate of participation to participants</p> <p>FTAD</p> <p>coordinate assignment of technical assistance providers and coaches</p> <p>Monitor the performance of National and Regional TA providers and coaches</p>	<p>participants to the course</p>	<p>Submit report of coaching activities and accomplishments</p>	<p>Participate in complementary training programs to deepen one's learning on the LDM and its associated pedagogies</p>
		<p>Prepare and submit report on TA and coaching to NEAP CO through NEAP-R</p> <p>QAD</p> <p>coordinate with SDO on the monitoring and evaluation of the implementation of the learning delivery modalities courses in the schools divisions and schools per M and E framework and plan</p> <p>Monitor and evaluate the functioning of the TA mechanism in the schools division in relation to the</p>			



<p>Regional QAD in the monitoring and evaluation of the LDM implementation</p> <p>Submit reports to appropriate authorities as may be required</p>		<p>coordinate the assignment of technical assistance providers and coaches</p> <p>Monitor the performance of National and Regional TA providers and coaches</p> <p>Prepare and submit report on TA and coaching to NEAP CO through NEAP-R</p> <p>QAD</p> <p>Lead and coordinate the monitoring and evaluation of the implementation of the learning delivery modalities in the schools divisions and schools per M and E framework and plan</p> <p>Monitor and evaluate the functioning of the TA mechanism in the region in relation to the implementation of the LDM courses</p> <p>Submit M and E report to NEAP CO through NEAP-R</p>	<p>Assist the Regional Office through QAD the monitoring and Evaluation of the LDM course implementation</p>	
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E. COURSE IMPLEMENTATION

Below are the activities that can be done to smoothly implement the courses. This is not an exhaustive listing but they are essential considerations when implementing the courses. The implementing unit is expected to cover these areas as well as other areas that can potentially impact on the quality of the implementation of the courses.

1. Organization of the Training Team
Constitute the Regional Training Team. Your Regional Training Team may be composed of the following:
Team Leader
Asst. Team Leader
Sub-Teams
Technical Team (Facilitators, Resource Persons/Experts, TA providers and/or Coaches)
Administrative Team (Budget, Logistics,
Secretariat (Registration,
IT Team

Identify the tasks to be done.

Assign tasks to members. As much as possible consider the role of the members in the assignment of tasks for consistency.

2. Review and Walkthrough of the Course and the Resource Package such as
 - i. Design
 - ii. Modules
 - iii. Session Guides
 - iv. Presentation Slides
 - v. Audio-Visual Materials
 - vi. Others

This may also involve contextualization and adjustments in the materials and implementation arrangements.

3. Participants' Confirmation and Registration
Ensure that participants confirm.
Assign someone from the Secretariat to establish contact with the participants and their respective offices.
4. Setting up of the Online Platform
To ensure functionality of the platform, it is advised to hold technical rehearsal for the Online Learning using the chosen platform. This will enable your team to identify areas of concern and do adjustments as may be necessary.



F. MONITORING AND EVALUATION OF THE COURSE IMPLEMENTATION

The National Educators Academy of the Philippines (NEAP) through the Quality Assurance Division (QAD), in coordination with the Regional Quality Assurance Division, will ensure that the course implementation is monitored and evaluated. It shall prepare an M and E plan that encompasses the various levels of M and E of the course using Kirkpatrick's model. It shall likewise coordinate with appropriate offices for the M and E activities that may be conducted.

In so far as specific aspects of the course are concerned, the following shall be the guidelines for their monitoring.

1. MONITORING OF MODULE COMPLETION

The coaches assigned to the participants will have the primary responsibility to monitor the module completion.

To do this, the coach and the participant should agree on the date of the completion of the module, i.e. submission of requirements for the module and/or assessment.

The coach-monitors should keep a record of the participants' submission to keep track of their progress. They may work with LAC leader to facilitate the monitoring of Module Completion.

2. MONITORING OF LAC AND COACHING

In coordination with the LAC leader, the coaches assigned to the participants will have the primary responsibility to monitor the LAC and coaching sessions.

To do this, the coach acting as monitor, should keep a schedule of the LAC and coaching sessions as may be agreed with the participants. Likewise, copies of videos of coaching and/or LAC whether online or face-to-face may also be obtained provided the participants have given their express consent and provisions of Data Privacy Act or RA 10173 are observed.

G. COMPLETION AND AWARD OF CERTIFICATE OF PARTICIPATION

As indicated in the implementation discussion, the coaches will have the primary responsibility for the evaluation of the participants in the form of submission of requirements and/or assessment.

The certificate of participation will be given to the participants that have successfully completed the course and/or passed the assessment. The certificate will indicate professional development credit units that will be recorded in the participants' professional development account as part of the Professional Development Information System (PDIS), as may be applicable.

H. OBSERVANCE OF DATA PRIVACY ACT (RA 10173) AND OTHER PERTINENT LAWS

In the gathering of data and evidences of coaching and LAC, express consent of each and every participant should be secured to be reduced into writing if possible. The provisions of Data Privacy Law and other pertinent laws should be observed at all times.

I. FINANCIAL REQUIREMENTS OF THE TRAINING

A separate set of guidelines will be issued to provide the details for the financial requirements of the participation of teachers and school leaders.

- END -

