Regional Memorandum

ADMINISTRATION OF MID-YEAR LEARNING ASSURANCE FOR MONITORING AND PROGRESS (LAMP) OF REGIONAL OUTCOMES IN DISTANCE LEARNING IN PILOT SCHOOLS FOR LIMITED FACE-TO-FACE AND PILOT TESTING OF ELECTRONIC (e-LAMP)

To :   Schools Division Superintendents (Quezon, Cavite, Rizal and Batangas Clusters)

1. In support to the first and second strategic thrusts of the DepEd Region IV-A CALABARZON, that is aligning focus and interventions and appraising stakeholders on progress of interventions, this Office, thru the Curriculum and Learning Management Division, announces the conduct of the **Administration of Mid-Year Learning Assurance for Monitoring and Progress (LAMP) of Regional Outcomes in Distance Learning in Pilot Schools for Limited Face-To-Face and Pilot Testing of Electronic (E-LAMP)** on **April 4-8, 2022.**

2. The activity aims to validate the designed and developed contextualized assessment material tool (Electronic Learning Assurance for Monitoring and Progress of Regional Outcomes in Distance Learning) through pilot testing in the field. Specifically, this activity aims to:
   a. administer mid-year LAMP in schools implementing limited face-to-face modality and conduct pilot testing of e-LAMP in Rizal Province, Cavite and Batangas;
   b. craft standard operational procedures in conducting pilot testing using online modality; and
   c. finalize the designed and developed contextualized assessment material/tool (the e-LAMP).

3. SDOs in the identified clusters in item No. 2a shall identify one (1) school which will serve as the command center of the pilot testing. The school shall satisfy the following requirements:
   a. Under COVID-19 Alert-Level System1 or 2
   b. Recipient of DepEd Computerization Program (DCP)
   c. Has stable and reliable internet connection speed
   d. Not functioning as quarantine facility
   e. Accessible via national/service road

4. SDOs in the identified clusters in item No. 2a shall accomplish and submit the following documents to https://tinyurl.com/eLAMP-Pilot-FileSubmission until **March 8, 2022 at 5:00PM.**
   a.   Enclosure 1 - Profile of Pilot Testing Center
   b.   Enclosure 2 - Master List of Participating Learners
      • 3 Elementary Schools – Ten (10) Grade 3 learners each for schools implementing limited face-to-face modality

- 3 Elementary Schools – Ten (10) Grade 6 learners each
- 3 Secondary Schools – Ten (10) Grade 10 learners each
- 3 Secondary Schools – Ten (10) Grade 12 learners each

c.   Enclosure 3 - Parental Consent of the Participating Learners

5. In preparation of the activity, Division Testing Coordinators and Division ICT Coordinators of Schools Division Offices (SDOs) in Quezon Cluster, Rizal Cluster, Cavite Cluster and Batangas Cluster shall **convene virtually** on **March 8, 2022 from 9:00AM – 12:00NN.** Meeting link will be sent to the registered DepEd email of the SDO 30 minutes prior to the start of the meeting.

6. Division ICT Coordinators shall prepare a lay-out of the identified Pilot Testing Center that can accommodate 15 pax and rooms that can serve as quarters for class advisers. The same shall be submitted in PDF File to eugeneray.santos@deped.gov.ph not later than **March 10, 2022 at 5:00 PM.**

7. In reference to RM. 32, s. 2022, teachers and learners while on health break shall not be tapped in the preparation for this activity.

8. Please see Enclosure 4 for the **Guidelines on the Pilot Testing of e-LAMP.**

9. Please see Enclosure 5 for the **Technical Working Group/Committee** of the **Pilot Testing of e-LAMP.**

10. Please see Enclosure 5 for the **Terms of Reference** of the **Pilot Testing of e-LAMP.**

11. Expenses relative to the conduct of this activity shall be charged against Regional Fund. Meanwhile, expenses of participating schools and SDO shall be charged against Division MOOE/local fund subject to usual accounting and auditing rules and regulations.

12. For questions and clarifications, you may contact **EUGENE RAY F. SANTOS, VIRGILIO O. GUEVARRA, JR.** and **MARVELINO M. NIEM,** Education Program Supervisors under KRA 4-Management of Contextualized Assessment and **JOB S. ZAPE, JR.,** CLMD Chief Education Program Supervisor at (02) 647-7487 loc. 420.

13. Immediate and widest dissemination of this Memorandum is desired.

FRANCIS CESAR B. BRINGAS
Regional Director

clmd/erfs

Enclosure 1

Department of Education
Region IV-A CALABARZON

**PILOT TESTING OF MID-YEAR ELECTRONIC LEARNING ASSURANCE FOR MONITORING
AND PROGRESS (e-LAMP) OF REGIONAL OUTCOMES IN DISTANCE LEARNING**
Profile of Pilot Testing Center

Schools Division Office: _____ District: _____

School : _____ School ID: _____

Address: _____

_____

School Head: _____

Contact Number : _____ DepEd Email: _____

Specific Requirements:

a. Number of Complete Functional Computer sets: _____
☐ Sufficient ☐ Not Sufficient
b. Internet Connection Speed: _____
☐ Capable ☐ Not Capable

c. Accessories: ☐ Web-Camera ☐ Headset
d. Is the school a recipient of DepEd Computerization Program? ☐ YES ☐ NO
e. Is the school serving as a COVID-19 patient quarantine facility? ☐ YES ☐ NO
f. What is the COVID-19 Alert-Level System in the community where the school is located? _____

Prepared by: Validated:

_____ _____
School Head Chief, School Governance and Operations Division

Noted

_____
Schools Division Superintendent

Department of Education
Region IV-A CALABARZON

**PILOT TESTING OF MID-YEAR ELECTRONIC LEARNING ASSURANCE FOR MONITORING AND PROGRESS (e-LAMP)
OF REGIONAL OUTCOMES IN DISTANCE LEARNING**
Master List of Participating Learners

☐Elementary – Grade 6   ☐Secondary – Grade 10   ☐Secondary – Grade 12

School: _____

Address: _____

School Head: _____

Contact Number: _____

Grade Level : _____   Class Adviser: _____   Contact Number: _____

Learners' Name (Last Name, First Name, M.I.)	LRN	Contact Number	e-mail address	Parent's Name	Contact Number
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Prepared by: Validated and Verified: Approved and Noted

_____   _____   _____
School Head   Chief, Curriculum and Implementation Division   Schools Division Superintendent

Enclosure 3

Department of Education
Region IV-A CALABARZON

**PILOT TESTING OF MID-YEAR ELECTRONIC LEARNING ASSURANCE FOR
MONITORING AND PROGRESS (e-LAMP) OF REGIONAL OUTCOMES
IN DISTANCE LEARNING**
Learner's Parental Consent

Date: _____

I/We hereby willingly and voluntarily give consent to the participation of my/our son/daughter _____ in the **PILOT TESTING OF MID-YEAR ELECTRONIC LEARNING ASSURANCE FOR MONITORING AND PROGRESS (e-LAMP) OF REGIONAL OUTCOMES IN DISTANCE LEARNING** of the Curriculum and Learning Management Division (CLMD).

I/We have considered the benefits that my son or daughter will derive from his/her participation in this activity provided that due care, diligence, and necessary precautions will be observed to ensure his/her health and safety.

Further, I/we authorize the personnel of the CLMD of the Department of Education-Region 4A- CALABARZON to collect, process, retain, and dispose personal information of the above-mentioned learner/talent in accordance with the Data Privacy Act of 2012.

In case of emergency, I will be able to reach the adviser through his/her mobile number _____. Likewise, the adviser may reach me thru this number _____.

_____
Signature of Father/Guardian Over Printed Name

_____
Signature of Mother/Guardian Over Printed Name

Verified:

_____
Adviser
(Signature Over Printed Name)

_____
School Head
(Signature Over Printed Name)

Remarks:

Note:
Submit the necessary documents (i.e., Affidavit/Sworn Statement of Actual Care and Custody) duly verified by the adviser and school head, in cases signature of parents are unavailable.

Enclosure 4 - **Guidelines on the Pilot Testing of e-LAMP**

I. **Pre-Implementation**

The Regional Technical Working Group from the DepEd Regional IV-A CALABARZON through the Curriculum and Learning Management Division (CLMD) shall be responsible in the preparation of the Composition of the Regional Pilot Testing Team and the specifications of Pilot Testing Command Center as per the guidelines and standards from the **Education Support Services Division (ESSD).**

The Education Program Supervisors under Key Result Area 4 – Management of Contextualized Assessment are in-charge of Communication and documentation, coordination meetings, and crafting of Learner's Eligibility and Requirements and shall lead the conduct of the test run / simulation for this activity.

II. **Implementation Procedures**
1. **Assembly**
   a. **Entering the Virtual Classroom**
      - Learners will receive a meeting link 30 minutes before the start of the session thru the registered email address indicated in the submitted Enclosure 2 by the Chief of the Curriculum Implementation Division.
      - Learners must be inside the virtual room within the allotted 30 minutes waiting/stand-by time.
      - Only learners and proctors are allowed and will be given access to the virtual room.
      - The assembly shall be facilitated by the Division ICT personnel

   b. **Registration Procedures**
      - Registration Link shall be provided by the proctors inside the virtual room.
      - Confirmation of registration shall be automatically sent to the given email of the learner.
      - The Proctor shall check the School ID/Certification of Enrolment to verify the identity of the learners.
      - Learners without valid proof of identity shall not be allowed to join and shall be instructed to leave the virtual room.

2. **Pilot Testing Preliminaries**
   a. **Checking of Gadget/Equipment**
      - Gadgets that will be used by the learners shall be the same gadgets that were used in the simulation/test-run.
      - Learners will be given 5 minutes to ensure that all gadgets are set, such as, the laptop computer and its camera, the remote camera, and the like.

   b. **Opening of Testing Portal/Site**
      - The link to the portal/site containing the specific instructions and tests shall be given to the learners exclusively.
      - Access History of the portal/site shall be reviewed to ensure that only learners viewed it.

- The portal/site will be off-limits to the class advisers, school heads, Division personnel, parents and anybody aside form the learners.
- The portal/site will automatically close after the allotted time as follows.

3. **Event Proper**
- It is understood that learners shall work alone without any interference/distraction from anybody.
- Use of printed resources and those from the Internet is strictly prohibited.
- Laptop front camera and microphone shall be open in the entire procedure.
- There shall also be another remote camera which gives a clear view of the learner while accomplishing the task mounted at the back/rear of the learners.
- Internet connection must be stable and secured. Any untoward event that may arise relative to connection and gadget issues will not be entertained by the facilitator.
- Gadgets and resources shall be provided by the school, district, or the SDO if not available at learners' home.
- Learners who is disconnected from the virtual conference room shall be able to get back in the virtual classroom immediately. Time allotment for the tests will not be extended in case of interferences/interruptions.

4. **Event Clearing**
a. **Submission Procedures**
- After the allotted time, learners are expected to have submitted their answers thru the portal/site.
- Learners will receive acknowledgement receipt of their output when the submission is successful.
- Submission link will automatically close after the allotted time.

b. **Exiting the Virtual Classroom**
- Learners are not allowed to leave the virtual room once they are done with their output.
- The proctor will give go signal to learners when it is okay to leave the portal.

5. **Schedule of Activities (Tentative) –** *Please refer to the matrix on the next page.*

III. Post Implementation

The KRA 4 shall be in-charge of the conduct of Debriefing/ Post Conferences. Through the Secretariat, the liquidation and its standard processes shall be undertaken with the guidance of existing policies, rules and regulations. The KRA 4 shall also prepare a Technical/Accomplishment Report for the activity. Monitoring, Evaluation and Reporting shall be administered by the representative from the **Quality Assurance Division (QAD)**. The QAD shall device a tool specific for e-LAMP (End-of-Program/Activity Evaluation)

5. Schedule of Activities (Tentative)

Day 1 April 4, 2022	Day 2 April 5, 2022	Time	Day 3 April 6, 2022 CAVITE CLUSTER	Day 4 April 7, 2022 BATANGAS CLUSTER	Day 5 April 8, 2022 RIZAL CLUSTER
Administration of Mid-Year LAMP in Schools Implementing Limited Face-to-Face Modality (Quezon Cluster)					
		8:00-9:00	Management of Learning		
8:00-8:30 Opening Program		9:00-9:30			
8:30-10:00 Briefing, Presentation and Finalization of Program Flow	8:00-12:00 Simulation/ Test Run With learners	9:30-10:00 Registration			
		10:00-10:30 Pilot Testing Preliminaries			
		Grade 6 10:30 – 11:20	Grade 6 & Grade 10 English Mathematics Araling Panlipunan		
10:00-12:00 Orientation of Regional TWG		Grade 10 10:30 -11:45			
		Grade 12 10:30 – 11:45	Grade 12 Oral Communication in Context Statistics and Probability Understanding Culture, Society and Politics		
		Event Clearing Until 12:00 NN			
Lunch Break		12:00 – 1:00	Lunch Break		
1:00-2:00 Monitoring of the Preparation of Command Centers		1:00-1:30 Assembly			
2:00-4:00 Orientation of Division Coordinators	1:00-5:00 Adjustments of Plans of Execution	1:30-2:00 Registration			
		2:00-2:30 Pilot Testing Preliminaries	Grade 6 & Grade 10 Filipino Science Edukasyon sa Pagpapakatao		
4:00-5:00 Simulation/ Test Run with Regional TWG		Grade 6 2:30 – 3:20			
		Grade 10 2:30 -3:45	Grade 12 Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino Earth and Life Science Introduction to Philosophy of the Human Person		
		Grade 12 2:30 -3:45			
		Event Clearing Until 4:00 PM			

Pilot Testing Proper

Pilot Testing Proper

Enclosure 5 - **Technical Working Group/Committee of the Pilot Testing of e-LAMP.**

Consultants: **Francis Cesar B. Bringas**, Regional Director
                 Cherrylou D. Repia, OIC-Assistant Regional Director

Overall Chairperson: Job S. Zape Jr., CLMD Chief Education Supervisor
Vice Chairpersons: Eugene Ray F. Santos, Education Program Supervisor
                 Virgilio O. Guevarra, Jr., Education Program Supervisor
                 Marvelino M. Niem, Education Program Supervisor
Members:
         Elaine T. Balaogan, Education Program Supervisor
         Emelia P. Crescini, Education Program Supervisor
         Romyr L. Lazo, Education Program Supervisor
         Dianne Catherine Teves-Antinio, Education Program Supervisor
         Danilo H. Ilagan, Education Program Supervisor
         Philips T. Monterola, Regional Coordinator
         Gelsie M. Garrido, Regional Coordinator
         Eldine Pallermo, Administrative Assistant 1

Secretariat:
    Fe M. Ong-ongowan, Librarian
    Lhovie A. Cauilan, Teaching Aids Specialist

Enclosure 6 – **Terms of Reference on the Pilot Testing of e-LAMP.**

a. The Technical Working Group and The Facilitators
- craft the proposal, memorandum, and RBA (for the focal person)
- coordinate with the workshop venue management and prepare the contract for the event, if and only if necessary
- coordinate with the Supplies Officer for the supplies needed
- attend and conduct meetings with the facilitator
- lead the preparation, implementation and evaluation of the activity
- join the team in the conduct of debriefing sessions

b. The Secretariat
- prepare the completion report
- request preparation of contract (if and only if necessary) and supplies
- prepare the virtual room listing
- coordinate with the focal persons (SDOs and schools) regarding the materials needed for the activity and the documents that needed to be accomplished daily;
- prepare the documents needed for liquidation;
- prepare and print certificates of recognition, participation, and appearance
- submit the needed requirements to respective functional divisions after the conduct of the activity.

c. The Chief Education Supervisors of CID and SGOD
- prepare and submit the intended enclosures
- ensure accuracy of details and information of documents
- coordinate, orient and brief concerned schools and personnel of the participants, the learners, and their parents about the details of the activity
- secure that participants will be provided with the assistance they will need, especially in terms of gadgets and equipment to be used in the activity
- attend coordination/consultative meeting related to the activity
- disseminate accurate and up to date information about the conference
- report to the RTWG any concern that may arise before, during and after the conduct of the activity

d. The Division Testing Coordinators
- Lead the preparation of the SDO in the conduct of the activity
- Attend coordination meetings with punctuality
- Keep the necessary documents in-tact and available
- Submit necessary documents as may be needed in the conduct of the activity
- Disseminate information and orient the school heads and class advisers on the matter that relate to the activity
- Assist the RTWG before, during and after the implementation of the activity

e. **The Division ICT Coordinators**
   - Lead the technical preparation of the ICT-related requirements/activities of the SDO and schools for the activity division and schools for the conduct of the activity
   - Attend coordination/consultative meetings with punctuality
   - Inspect equipment and devices in the Pilot Testing Center to ensure functionality
   - Submit necessary documents as may be needed in the conduct of the activity
   - Coordinate with the Division Testing Coordinator and CID/SGOD Chiefs on the matter that relate to the activity
   - Assist the Regional Personnel before, during and after the implementation of the activity
   - In-charge of access and link management

f. **The School Heads and The Class Advisers**
   - Lead the school/class in the preparation for the conduct of the activity.
   - prepare the facilities and equipment as specified in this issuance (for the School Heads of Pilot Testing Center)
   - provide support to the participating learners
   - communicate and explain accurate and up to date information about the conference to the learner and parents/guardians
   - provide the learners with documentary requirements (ID, Enrolment Certificate, Parents' Consent)
   - relay accurate and up to date information about the activity
   - assist learners in the entire participation in the activity
   - be present at the Pilot Testing Center in the conduct of the activity (for the Class Advisers)
   - Assist the Regional/Division Personnel in any matter concerning the learners' participation before, during and after the implementation of the activity.

g. **The Learners**
   - attend the activities with punctuality
   - keep the important documents in tact
   - follow the rules and regulations of the pilot testing religiously
   - accomplish the tasks with honesty