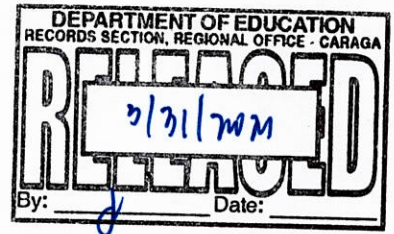




Republic of the Philippines
Department of Education
CARAGA REGION



March 31, 2021

REGIONAL MEMORANDUM

No. 197, s. 2021

To: SCHOOLS DIVISION SUPERINTENDENTS
EDUCATION PROGRAM SUPERVISORS/COORDINATORS IN SHS
This Region

FIELD VALIDATION OF SUPPLEMENTARY LEARNING MATERIALS
FOR SENIOR HIGH SCHOOL

1. The Department of Education (DepEd) through the Bureau of Learning Delivery (BLD) will conduct a Field Validation of Supplementary Learning Materials (SuppMats) for Senior High School (SHS) on April 5 to May 26, 2021.
2. The activity aims to validate the SHS SuppMats in terms of format, language, content, objectives alignment, presentation and usefulness and utilize the relevant results of the validation on the finalization of the said materials.
3. With this, all Division SHS Coordinators shall complete the data in Annex A of Field Validation Team (FVT) at <http://bit.ly/FVTannexB>, and validation schedule (Annex C) at <http://bit.ly/VSannexC> on or before April 5, 2021.
4. An orientation for the FVT members will be conducted on April 8, 2021 (link and 22 participants will be announced soon).
5. Miscellaneous expenses of writers and FVT members for validation shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.
6. Enclosed in this Memorandum are the Annexes A to D for reference.
7. Immediate dissemination of this Memorandum to all concerned is highly desired.


EVELYN R. FETALVERO, PhD, CESO IV
Director IV

Encls.: As stated

Reference: DM-CI-2021-00-079

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

ASENSO PILIPINAS

VIRTUAL SKILLING

WORK READINESS

CLM/khzs
03/31/2021



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GUIDELINES ON THE ONLINE FIELD VALIDATION OF SENIOR HIGH SCHOOL SUPPLEMENTARY LEARNING MATERIALS (SHS Suppmats) ON SELECTED LEARNING AREAS

Requirements and Procedures

A. Field Validation Flowchart

The following guidelines and process shall be considered for the online field validation of supplementary learning materials:

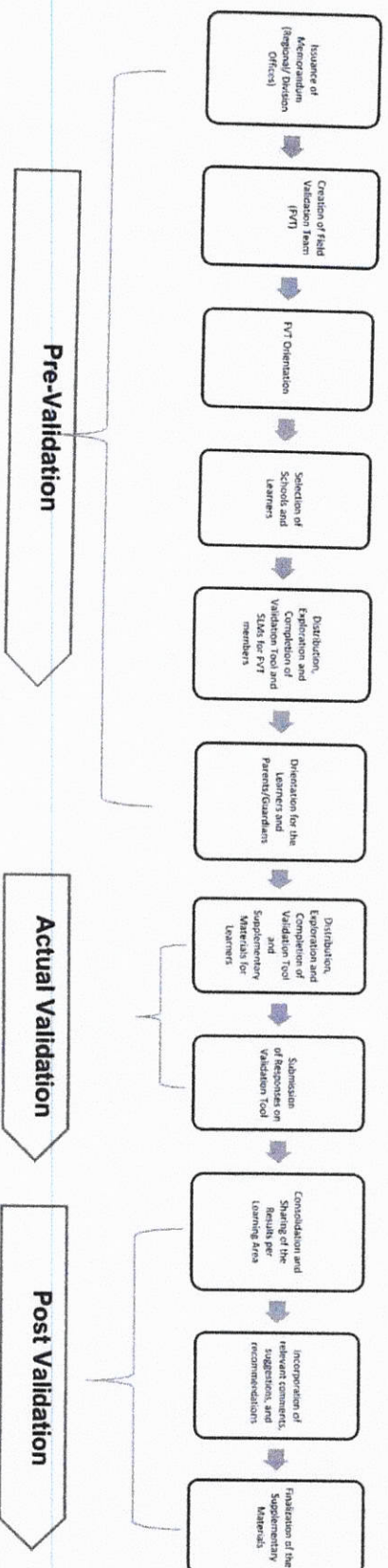


Figure 1. Model for Online Field Validation



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B. Online Field Validation Procedures

Pre-Validation	• Issuance of memorandum with attached guidelines on online field validation of SHS supplementary learning materials	• BLD-TLD shall communicate the memorandum to the Regional and Division Level which pertains to the conduct of an Online Field Validation.	• BLD-TLD Personnel	• March, 2021	• Issued memorandum and guidelines
	• Creation of Field Validation Team (FVT) Conduct orientation with FVT	• The SHS Regional/Division Focal/EPS shall identify FVT members • The FVT members shall be composed of the Regional SHS Focal, Division SHS Focal, EPS Learning Area, School Head, Master Teacher and/or SHS Teacher teaching the subject and SHS Writer • See Annex B as Template • The BLD-TLD specialists shall conduct an orientation for FVT members	• BLD-TLD Specialists • Regional SHS Focal • Division SHS Focal • SHS School Head • Master Teacher • SHS Teacher • SHS Writer	• April 5-9, 2021	• Created FVT Team Oriented FVT Team on validation activity
	• Selection of Schools and Learners	• The SHS Regional/Division focal shall identify the participating Senior High School (SHS) with Online classes, preferably the station school of the SHS Supplementary Material writers. The learner must have strong internet connectivity. • The identified schools shall serve as	• Division SHS Focal • EPS • SHS School Head • SHS Writer • SHS Teacher	• April 12-16, 2021	• Selected SHS with online classes • Identified learners as validator • Schedule of validation



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Annex A

	the venue for field validation.			
	- The school head shall choose 8-10 learners who will participate in the validation per module. - The SHS Regional/Division Focal shall schedule the conduct of the validation activity in collaboration with the School Head. See Annex C as Template			
Distribution, Exploration and Completion of validation tool and supplementary learning materials for FVT members	- The SHS Regional/Division Focal/EPs shall publish the link for tools and supplementary materials for FVT. - FVT members shall explore, experience, and examine (3Es) the supplementary materials. - The SHS Regional/Division Focal/EPs shall ensure that FVT members have completed the validation tool. - Link for FVT members validation tool: http://bit.ly/toolforFVT	- SHS Regional /Division Focal/EPs - SHS School Head - SHS Writer - SHS Teacher	April 19-28, 2021	- Distributed the validation tool and supplementary learning materials - Accomplished Validation Tool
Orientation of learners and parents/guardians	- The school head shall orient the learners and their parents on the utilization/content of tools and supplementary learning materials. - The SHS Regional/Division Focal/EPs shall supervise the conduct of orientation for parents and learners.	- SHS Regional /Division Focal - SHS School Head - Master Teacher - SHS Teacher - SHS Writer - Parents/guardians - Learners	April 29-30, 2021	- Oriented parents/guardians and learners - Secured parent's consent form



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Annex A

Actual Validation					
Distribution, Exploration and Completion of validation tool and supplementary materials for learners	- School Head shall distribute the module (SuppMat) (May 3, 2021). - Learner shall explore, experience, and examine (3Es) the module (SuppMat) (May 4-6, 2021). - The school head shall share the link for learner's validation tool to the learner. The learner shall answer the validation tool under supervision of the parents/guardians (May 7, 2021). - The SHS teacher and writer shall be available for consultation of learners. - Link for learner's validation tool: http://bit.ly/toolforlearners	- School Head - SHS Teacher - SHS Writer - Parents/guardians - Learners	May 3-7, 2021	- Distributed the supplementary learning materials and validation tool - Accomplished validation tool	
Post-Validation	Submission of accomplished/ completed responses on validation Tool	SHS Teacher shall ensure that validation tools are submitted in the Google drive link provided for the Learners.	- School Head - SHS Teacher - Parents/guardian - Learners	May 10-12, 2021	Submitted the validation tool
Post-Validation	- Consolidation and sharing of results per learning area - Incorporation of relevant comments, suggestions and	- TLD Specialists shall host a virtual meeting with the SHS writer to share the consolidated results of the validation per learning area. - The writer shall incorporate relevant comments, suggestions and recommendations to the supplementary learning materials.	- TLD Personnel - SHS Writer - TLD Personnel - SHS Writer	May 13-18, 2021 May 19-25, 2021	- Consolidated validation results - Shared the results of validation - Revised supplementary learning materials



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recommendations					
	Finalization of the supplementary learning materials	The writer shall finalize the supplementary learning materials and submit the final/edited copy to TLD Specialists.	- TLD Learning Specialist - SHS Area SHS Writer	May 26-31, 2021	Finalized supplementary learning materials

C. List of Documents for Submission of FVT

- Scanned or pictured outputs (documentation, if any) – c/o writer
- Verified google drive link
- Names of FVT Team Members
- Names of Learners included in the validation of supplementary learning materials
- List of divisions/schools involved in the validation activity



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Online Field Validation of SHS Supplementary Materials (SuppMats) on Selected Learning Areas
(Field Validation Team Members)

Name of FVT Member	Region, Division & School	Mobile Number	Email Address	Facebook / Messenger Account
Regional SHS Focal				
Division SHS Focal				
EPS Learning Area				
School Head/Principal				
Master Teacher Teaching the Subject				
Teacher Teaching the Subject				
SHS SuppMat Writer				

Prepared by:



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Online Field Validation of SHS Supplementary Materials (SuppMats) on Selected Learning Areas
(Validation Schedule)

Date of Validation	(Place of Validation) School, Division & Region	SHS Writer	Subject & Grade Level	Topic and Competencies	Name of Students (8-10)	Name of Parents/ Guardian (8-10)	Mobile Number of Parents/ Guardian	Remarks
					1.			
					2.			
					3.			
					4.			
					5.			
					6.			
					7.			
					8.			
					9.			
					10.			

Prepared by:



Script for School Head
REMINDERS FOR PARENTS AND GUARDIANS
Orientation for Online Field Validation for SHS SuppMats on Selected Learning Areas

1. The school head shall explain to the learners and parents/ guardians that the:
 - ❖ validation activity is non-graded and has no effect to the academic performance of their child; and
 - ❖ purpose of validation is for the improvement SHS Supplementary Materials (SuppMats).
2. Parents are expected to provide support by allowing the students to focus while engage with the material.
3. The learners shall answer all parts of the SuppMats.
4. Parents shall ensure that the learners are present 10-15 minutes before the distribution of the validation tools and supplementary materials (actual validation) in their respective online platforms.
5. Learners must coordinate with the SHS Teacher regarding all details and matters of the validation.