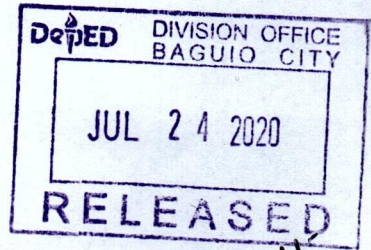




Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE OF BAGUIO CITY**



23 Jul 2020

DIVISION MEMORANDUM

No. 292, s. 2020

**Addendum to Division Memorandum No. 289, s. 2020  
 (Project Kalayaan: School-Family-Community Synergy Teacher-Volunteers)**

To : **All Public Schools Division Supervisors  
 Public Elementary School Heads  
 Public Secondary School Heads  
 Others Concerned**

1. The following are the guidelines for the Project Kalayaan in engaging Teacher-Volunteers:

<b>Face to Face Tutorial</b>	<b>Online Tutorial</b>
1. Teacher-Volunteers shall register at <a href="https://tinyurl.com/kalayaan-volunteers">https://tinyurl.com/kalayaan-volunteers</a> for school matching (tutor to tutee).	1. Teacher-Volunteers shall register at <a href="https://tinyurl.com/kalayaan-volunteers">https://tinyurl.com/kalayaan-volunteers</a> for school matching (tutor to tutee).
2. Teacher-Volunteers can be any of the following: fresh BS Education graduates, professionals, aspiring teachers or student teachers, retired teachers, and peer of learners or the SK officers.	2. Teacher-Volunteers can be any of the following: fresh BS Education graduates, professionals, aspiring teachers or student teachers, retired teachers, and peer of learners or the SK officers.
3. Must not have any record of administrative or criminal cases.	3. Must not have any record of administrative or criminal cases.
4. Must be physically fit and submit a Health Declaration Form from the barangay to the school.	4. Minimum required for daily teaching hours is two (2) hours.
5. Minimum required for daily teaching hours is two (2) hours.	6. Equivalent Teaching Service: 80 hours = 1 month for ranking purposes (see DM No. 289, s. 2020)
6. Equivalent Teaching Service: 80 hours = 1 month for ranking purposes (see DM No. 289, s. 2020)	6. Tracking of Tutor's Daily Time Record will be done online through Google Docs and be monitored by the Classroom Adviser.
7. Must submit a Daily Time Record signed by the Parent/Guardian and verified by the Classroom Adviser.	7. No monetary remuneration involvement, pure volunteer teaching service in exchange to certificate of recognition and teaching experience.
8. If possible, male tutor is to male tutee same as with the female most especially to secondary learners.	8. One to two (1-2) tutees per tutor
9. Must observe the IATF and DOH standard health protocols: <ul style="list-style-type: none"> <li>• Body temperature must be checked before the tutorial.</li> <li>• Wear facemask all throughout the tutorial duration.</li> <li>• Frequent use of alcohol/sanitizer</li> <li>• 1-1.5 meter apart from the Tutee/s</li> </ul>	9. Tutorial shall be supervised by the parent/guardian.





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Face to Face Tutorial Continuation...	Online Tutorial Continuation...
10. No monetary remuneration involvement, pure volunteer teaching service in exchange to certificate of recognition and teaching experience.	10. Must observe privacy of the family.
11. One to two (1-2) tutees per tutor	
12. Use learning space just outside the house/open air/veranda	
13. Observe 1.5 X 1.5 m learner and tutor bubble space	
14. Must observe privacy of the family.	
15. Must wear Volunteer I.D. at all times.	

2. Immediate and wide dissemination of this Memorandum is desired.

**MARIE CAROLYN B. VERANO, CESO V**  
 Schools Division Superintendent

SGOD/YFC/acb

