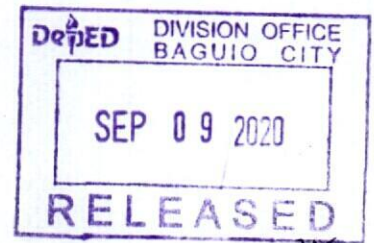




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY





Office of the Superintendent
Division Memorandum Number 342, s. 2020

**DELIVERY AND RETRIEVAL OF LEARNING MATERIALS FOR THE SCHOOL YEAR 2020-2021
TO SUPPORT CONTINUITY OF LEARNING AMID COVID-19**

TO: All Public Schools District Supervisors
All Public School Heads
All others concerned

1. In support to the advocacy of the Department that "no Filipino Learner will be left behind amidst the crisis," the Schools Division of Baguio City desires to implement the Basic Education-Learning Continuity Operational Plan as a guiding principle in the delivery of education during this period of pandemic with the active participation of partners and stakeholders.
2. To ensure learning continuity specifically thru the delivery and retrieval of printed learning modules, the Division hereby sets the following guidelines:
 - a) The prepared learning modules must be placed in a plastic envelope with complete label (learner's name, grade and section, school, name of parent/guardian, home address and contact no. of parent/guardian);
 - b) Checklist of self-learning modules (enclosure 1) must be included in the plastic envelope to track the task done;
 - c) Packages will be arranged according to the prepared clustering of schools (enclosure 2), and must be disinfected/sanitized before the delivery and upon retrieval;
 - d) Personal protective equipment (face mask, face shield, alcohol) must be worn at all times by the DepEd personnel as well as the partners/stakeholders especially when inside the school campus;
 - e) The flow/algorithm (enclosure 3) of the delivery and retrieval must be followed to ensure efficiency of the learning process; and
 - f) The LMs will be delivered quarterly and will be retrieved bi-weekly.
3. School Heads are hereby directed to inform their respective teachers and stakeholders regarding the above guidelines.
4. For information and guidance.


MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent 

FORM 1 DeAR Army & Police

Schools Division of Baguio City

 School

CHECKLIST OF SELF-LEARNING MODULES

 (Name of Learner)

 Grade & Section

Instructions: This is a checklist of the Self-Learning Module for the whole school year. It shall be placed in a folder inside the delivery and retrieval packets and shall always be sealed. It is used to track delivery and retrieval as well as to give feedback to the teacher and the parents. This shall not be disclosed to anyone to protect the child's interest and in compliance to DepEd Order 40, s. 2012, *DepEd Child Protection Policy*.

It is important that the adviser/teacher will fill-out the remarks for the parents to be informed of the learner's over-all progress. On the other hand, the parent is encouraged to write their feedback. Observations on the learner's distance learning progress, interest, behavior, learning styles and intelligences will be noted on the remarks column. Thank you very much.

Module	Delivery of SLM (pls check and sign)		Retrieval of output (pls check and sign)		Adviser's Remarks	Parent's Remarks
	Delivered and Date	Parent's Signature	Retrieved & Date	Teacher's Signature		
Module #	<input type="checkbox"/> Yes <input type="checkbox"/> No Date:		<input type="checkbox"/> Yes <input type="checkbox"/> No Date:			
Module #	<input type="checkbox"/> Yes <input type="checkbox"/> No Date:		<input type="checkbox"/> Yes <input type="checkbox"/> No Date:			
Module #	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No			

CLUSTERING OF SCHOOLS

Cluster 1						Focal Person: LOMAS-E, Lourdes 9190032904					
GROUPS	SCHOOLS	Complete Address & Barangay	SCHOOL HEADS	SCHOOL HEADS		Persons Engaged					
				Phone Numbers							
Group I	Gibraltar ES	Purok 5, Gibraltar, BC	Maribeth Cuaresma	0920-278-5471		PNP					
	Rizal ES	Purok 1, Gibraltar, BC	Jackson Cayaos	0927-409-5100							
	Rizal NHS	Purok 1, Gibraltar, BC	Leonardo Zambrano	0918-273-8147							
	Mabini ES	Salud Mitra, BC	Proserpina Estacio	0921-778-0138							
Group II	Lindawan ES	Lucnab, BC	Octavia Pedro	0928-860-4281							
	Lindawan NHS	Lucnab, BC	Riona Copiling	0916-541-9944							
Group III	Country Club ES	BCC Village, BC	Janette Lacana	0910-116-1446							
Cluster 2						Focal Person: GAPASIN, Rey 9985672247					
Group I	Happy Hollow NHS	Happy Hollow, BC	Rey Gapasin	0998-567-2247		DeAR ARMY					
	Happy Hollow ES	Happy Hollow, BC	Gloria Catiyan	0907-456-5180							
Group II	Springhills ES	Loakan Apugan, BC	Brigitte Galong	0918-965-3469							
Group III	Kias ES	Purok 7, BC	Marilyn Tami-ing	0939-468-2583							
	Fort del Pilar ES	PMA Cmpd., Fort del Pilar, BC	Rosie Beel Marzo	0921-465-2107							
	Fort del Pilar NHS	PMA Cmpd., Fort del Pilar, BC	Julia Biligan	0928-689-2024							
Cluster 3						Focal Person: TIBANGAY, Nino 9083372752					
Group I	Loakan ES	Loakan Proper, BC	Helen Acop	0919-880-2071		DeAR ARMY					
	Mil-an NHS	Loakan Proper, BC	Rosanna Dizon	0947-559-5503							
Group II	Laurel ES	Upper Dagsian	Zosimo Leal	0918-288-0546							
	Hillside Annex	Hillside, BC	Nickcarter Gonzalo Jr.	0930-891-4146							
Group III	Camp 7 ES	Lower West Camp 7, BC	Teodora Botis	0927-615-0401							

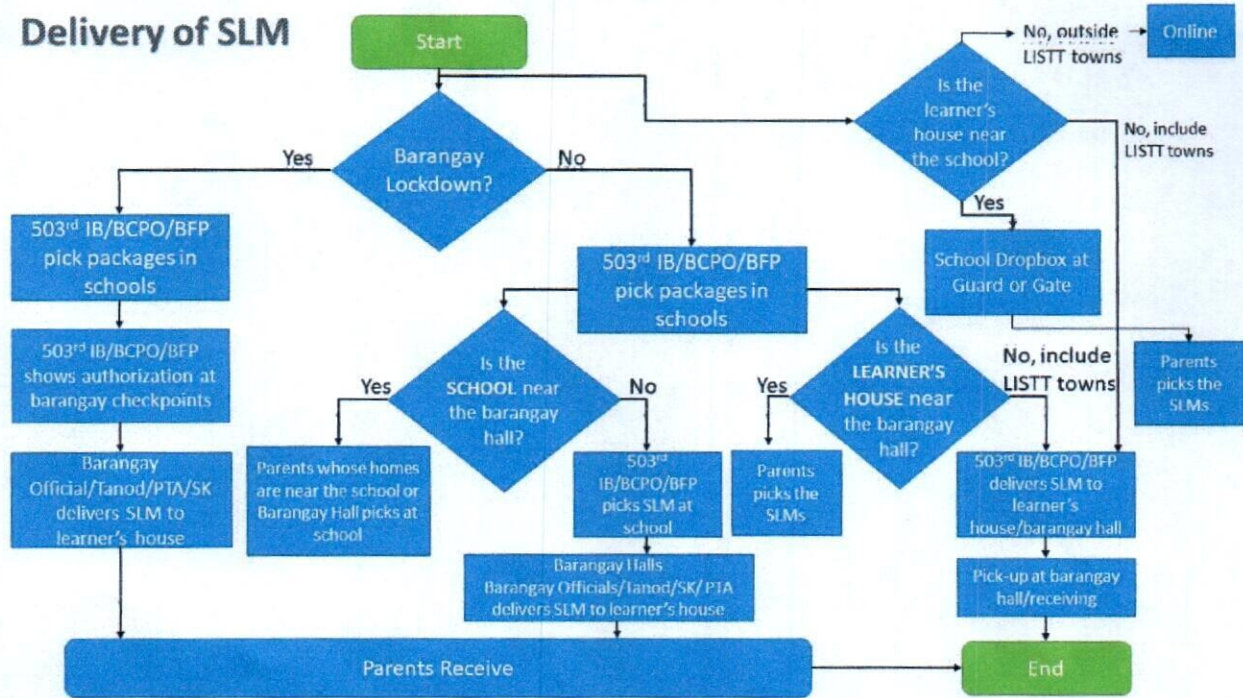
Cluster 4		Focal Person: DAWATON, Leonard 92837326730			
Group I	San Vicente ES	San Vicente, BC	Juliet Mamaril	0998-284-5652	PNP
	San Vicente NHS	San Vicente, BC	Edward Vicente	0945-240-7809	
	Dona Aurora H. Bueno ES	Camp 8, BC	Nancy Dumalili	0918-943-6194	
Group II	Quezon ES	Military Cut-off, BC	Ellen Grande	0939-928-4465	
	SPED	84 Military Cut-off, BC	Agnes Lomas-e – OIC	0946-895-0977	
Group III	BCNHS Main	Gov. Pack Rd., BC	Brenda Carino	0919-394-5776	
Cluster 5		Focal Person: GAYAO, Danilo 9212720746			
Group I	Roxas ES	Sto. Rosario, BC			DeAR ARMY
	Roxas NHS	87 North Sto. Rosario, BC	Rosalia Ocyaden	0939-774-8001	
Group II	Bakakeng ES	Purok 8, Bakakeng, BC	Estrella Bulay	0908-150-0357	
	Bakakeng NHS	Bakakeng Norte, BC	Erwin Allaga	0918-341-6562	
Group III	Crystal Cave ES	Crystal Cave, BC	Leonila Catungal	0917-562-9535	
Group IV	Dontogan ES	Dontogan, BC	Annie Laurie Bisquera	0950-041-7246	
Group V	Adiwang ES	Balacbac Sto. Tomas, BC	Lillie Vinluan	0938-659-9509	
Group VI	Sto. Tomas ES	Apugan Sto. Tomas Central (School Area), BC	Margie Estoesta	0921-313-2299	
	Sto. Tomas NHS	Apugan Sto. Tomas Central (School Area), BC	Danilo Gayao	0921-272-0746	
Cluster 6		Focal Person: BUNOL, Hermoso 9474551243			
Group I	Joaquin Smith NHS	Km 4 Asin Rd., BC	Virginia Alindayo	0999-329-3403	BFP
	Pacday Quinio ES	Pacday Quinio, BC	Remedios Quinio	0918-455-1917	
Group II	Irisan ES	Purok 17 Irisan, BC	Jane Adolfo	0998-572-1988	
	BCNSHS	Purok 12, Irisan, BC	Joan Andayan	0920-240-7010	
	Irisan NHS	Irisan, BC	Lourdes Dumpayan	0919-739-7392	
	Elpidio Quirino ES	Purok 2, Irisan, BC	Hermoso Bunnol	0947-455-1243	

Group III	Quezon Hill ES	Quezon Hill Rd., BC	Amalia Micklay	0920-411-6749	DeAR ARMY
	Quezon Hill NHS	Lamug St. Middle Q.H., BC	Jesusa Yadao	0998-886-9984	
Group IV	San Carlos Heights ES	San Carlos Heights, Irisan, BC	Florida Cael	0906-518-6632	
Cluster 7 Focal Person: BUGTONG, Santiago 9230866846					
Group I	San Luis ES	Km 02, Asin Rd, BC	Ester Heidi Pucdihon	0921-968-0706	PNP
	Dom-Mirador NHS	Dominican, BC	Jane Marie Ngolab	0929-314-5391	
	Dom-Mirador ES	Dominican, BC	Gemma Lomboy	0910-182-3918	
Group II	Pines City NHS	Palma St., BC	Whitney Dawayen	0908-785-5059	
	Baguio Central School	Yandoc St., BC	Esther Litilit	0906-210-4704	
	Josefa Carino ES	Yandoc St., BC	Castro Canuto	0998-998-2072	
Group III	Aguinaldo ES	GEFA, BC	Corazon Amlag	0949-779-4261	
Cluster 8 Focal Person: ELEPONGA, Fernando 9194246634					
Group I	Dona Aurora ES	Aurora Hill, BC	Cynthia Vitagan	0950-755-7066	BFP
	Dona Aurora NHS	Malvar St., Aurora Hill, BC	Marilou Gomeyac	0927-332-3114	
	Brookspoint ES	Brookspoint, BC	Elizabeth Espinosa	0921-976-1315	
Group II	Dona Nicasia Juco Puyat ES	Modernsite, Aurora Hill, BC	Maria Palsi	0908-499-7908	
Group III	Don Mariano Marcos ES	Brookside, BC	Melody Flores	0906-259-1478	
Group IV	Holy Ghost Ext. ES	Holy Ghost Ext., BC	Nixon Elahe	0908-897-6810	DeAR ARMY
Group V	Tabora ES	New Lucban Rd., BC	Alice Masidong	0920-365-4565	
	Magsaysay ES	New Lucban Rd., BC	Luz Soriano	0999-543-6649	
	Magsaysay NHS	New Lucban Rd., BC	Lucia Casim	0910-908-1828	
Cluster 9 Focal Person: AWINGAN, Brendalee 9360248175					
Group I	Pinsao ES	Pinsao, BC	Ligaya Annawi	0915-328-2335	BFP
	Pinsao NHS	Purok 6, Pinsao Pilot, BC	Ester Gallotan	0929-488-4769	

Group II	Bonifacio ES	Bado Dangwa St., Cresencia Village, BC	Valeriano Accad	0920-525-5198	DeAR ARMY
	Guisad Valley NHS	Bado Dangwa St., Cresencia Village, BC	Jayrerose Guevara	0998-576-6457	
Group III	Fairview ES	Upper Fairview, BC	Rommel Manzano	0999-738-8041	
Group IV	Quirino Hill ES	Quirino Hill, BC	Marie Sillatoc	0918-434-7694	
Group V	Pinget ES	Pinget, BC	Philip Sagalla	0938-332-4273	
	Pinget NHS	Purok 8, Upper Pinget, BC	Marcial Lami-ing	0909-244-2963	
Group VI	Lucban ES	Magsaysay Ave., BC	Joseph Estigoy	0920-225-8423	BFP

Enclosure 3 (algorithm)

Delivery of SLM



Retrieval of SLM

