



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF TABUK CITY
City Hall Compound, Dagupan, Tabuk City



Division Memorandum

No. 157 s. 2020

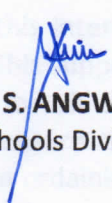
DIVISION INTERIM GUIDELINES FOR VOLUNTEER TEACHERS

DEP-ED - TABUK CITY

TO: EPSVR, PSDS
School Head of Public Elementary and Secondary Schools
All others concerned



1. The Schools Division of Tabuk City is adopting the enclosed Division guidelines for the volunteer teachers providing learning support in the implementation of Distance Learning Delivery for School Year 2020-2021.
2. These guidelines will remain in force and in effect unless revoked, rescinded by higher office.
3. Immediate dissemination of and strict compliance of this Division Memorandum is directed.


IRENE S. ANGWAY, PhD, CESO VI
OIC Schools Division Superintendent

DIVISION INTERIM GUIDELINES FOR VOLUNTEER TEACHERS

I. Rationale

The surge of Covid-19 Pandemic has greatly impacted the delivery of learning to the different learners in the different geographical areas in the Philippines and in Tabuk City in particular. But despite the deluge, the Department of Education is steadfast to let learning continue as pronounced by the Secretary of DepEd. "Education shall go on!"

Amidst the pandemic, reforms through the Sulong Edukalidad continue to take the road by reviewing and updating the K+12 (MELC), improving learning environment, teachers upskilling and re-skilling aligned with the requisite of "New Normal" and engagement of stakeholders for support and collaboration.

Since learning should not only be loaded to the teachers especially during this unstable condition, other able bodied citizens who can ably provide assistance are to be tapped and shall undergo orientation to acquaint them to the tasks and functions they are to perform in the field as learning facilitators.

In return to the services they render, SDO Tabuk City will offer considerable incentives which will be determined by a well- defined guideline.

II. Statement of Policy

The Schools Division of Tabuk City hereby issue this internal guideline for the volunteer teachers in the Distance Learning Delivery. This supports SDG No. 4 which states "ensuring inclusive and equitable education for all and promote lifelong learning opportunities for all. Also, contributed to ensure the realization of the Constitutional Rights of All Citizens to quality education ordaining for the purpose of "No Filipino Child Left Behind."

III. Scope

This guideline shall be the basis in giving incentives and recognition to the volunteer teachers rendering their services for our learners implementing the Distance Learning Delivery in the Schools Division of Tabuk City.

IV. Definition of Terms

1. **Distance Learning Delivery** – Mode of learning where the teacher and learner do not face each other. It either employ the use of print, non-print or both learning materials.

2. **Volunteer Teacher Applicant**- A teacher applicant who volunteers to help regular teacher facilitate Home-Based Learning under the distance learning modality
3. **Volunteer Learning Facilitator**-Designated individuals who has the capacity to assist learners under the Distance Learning Delivery modality and caters learners not only his/her child or immediate member of his/her family.
4. **Incentive**- In the light of Distance Learning Delivery, It is a non-monetary return to the service offered by the volunteers.
5. **Field study**. Off-campus research and immersion activity of Education students.
6. **Practice Teachers**- Student teachers from a Higher Learning institution that are undergoing practicum.
7. **Sitio/Purok**- A cluster of houses where learners can be found

V. Volunteer Teachers and their Assignment

Schools shall tap possible Learning Facilitators only in their catchment areas. The following individuals could be tapped to serve as volunteer teachers.

- a. Teacher applicant
- b. Non board BEED, BSSED graduates and those who finished other courses with education units.
- c. Education students taking field study and those having their internship.
- d. Retired teachers/ educators
- e. Barangay Day Care Workers
- f. Other individuals who could facilitate learning

Volunteer Teachers shall only be assigned in their respective purok/sitio provided meet the required number of learners of the same Key Stage to cater.

VI. Documents required for Teacher Applicant and Non LET Passers to serve as volunteer teachers.

Teacher applicant and Non LET Passers volunteering to serve as volunteer teachers shall submit letter of intention together with the list of learners that he/she will cater to the School Head. School Management shall validate and facilitate the signing of MOA between the volunteer teacher and the Schools Division Superintendent if qualified.

VII. Recognizing the services rendered by the volunteer teachers

Volunteer learning facilitators are not entitled to any monetary incentive instead, be given recognition for the services rendered in an appropriate occasion in the School or Division level.

The services rendered of Teacher applicants and a non-LET Passer as volunteer learning facilitators shall be credited and given corresponding points under experience when joining the Comparative Assessment Result Registry of Qualified

Applicant (CARRQA) for Teacher 1 positions. Crediting of points shall be guided with the following criteria;

Grade level	No. of learner provided with instructional support	Point for every month of service rendered
K-3	At least 5 learners	.5
4 to 6	At least 8 learners	.5
Grade 7 to 12	At least 10 learners	.5

VIII. Monitoring

Activities and accomplishment of volunteer teachers shall be monitored by the schools. Schools may use/require monitoring tools/forms for the teacher applicant and Non-LET passer volunteer teachers to accomplishment/ submit as means of monitoring their activities. The Curriculum Implementation Division shall also be part in monitoring volunteer teachers and the implementation of this guidelines.

IX. EFFECTIVITY

This Division internal guidelines shall only be applied during the implementation of Distance Learning Delivery for School Year 2020-2021.