



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY


2022-55396

DM-2022-07-381
DEPED MALAYBALAY CITY DIVISION
RELEASED
JUL 14 2022 Time: 4:27
Khuenden

DIVISION MEMORANDUM

No. 381, s. 2022

TO: Assistant Schools Division Superintendent
Chief, CID and SGOD
Public Elementary School Heads
All Others Concerned
This Division

FROM: 
VICTORIA V. GAZO, PhD., CESO V
Schools Division Superintendent *pv*

DATE: July 14, 2022

**SUBJECT: GUIDELINES IN THE CONDUCT OF THE ICONs SUMMER HEAD
START: A BRIDGING PROGRAM TO STEP UP IN LITERACY AND
NUMERACY THROUGH BASA BONANZA**

1. Relative to the implementation of Malaybalay City Division's Initiative for Reading Program PROJECT VTR (English) and PROYEKTULAY (Filipino) anchored in Region's ROAD TO LEARNING RECOVERY, this Office hereby directs ALL schools to strengthen the implementation and conduct of the **ICONs Summer Head Start: A Bridging Program to Step Up in Literacy and Numeracy through BASA BONANZA** ensuing the guidelines , to wit:

- a) The ISHS shall be conducted within July 13, 2022 to August 5, 2022;
- b) Focus Groups to cater are Grade 3 Learners going to Grade 4, Grade 6 Learners going to Grade 7, Grade 10 Learners going to Grade 11 and Grade 12 going to College. However, the school has the discretion to modify the groupings to fit in the learners' needs and school's actual learning situation;
- c) The conduct would be in Limited Face-to-Face with at least 10 and not more than 15 Learners in every session or group and have to adhere in the highest order of health protocols;
- d) The schools are given ten (10) days to conduct the activity for the teachers to claim for a 5 Day Service Credits ,a total of 40 hours , actual teaching class or session and or may vary depending on the alignment of School's Matrix, Accomplishment Report and DTR



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Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
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submitted. Additional Service credits can be granted if target learner/s able to step up after the sessions as verified by the Division Monitoring Team;

e) It is highly suggested that activities will include READING in English and Filipino (specifically for Elementary Learners) and EnScieMa (for Junior and Senior High Schools) prioritizing the Least Mastered Competencies based on the BELA Results;

f) Strategies employed shall bring fun, excitement and enjoyment which enhance learners' interest in reading and learning; and

g) All ISHS School Coordinators through the school head must comply the required ISHS Forms for the Service Credits Claim attached hereto and a Narrative Report (Soft Copy) a week after the conduct; .

4. Further, the schools are enjoined to sustain the implementation of APPROVED REVISED ISSUANCES of JMC and SSAT in reference to Limited Face-to-Face and compliance of DM. 30 s. 2022 for the School Safety Seal assuring the health and safety of Learners, Teachers and other Personnel involved in this activity.

6. Queries related to this can be relayed to Rachel R. Valde, Education Program Supervisor at 0926-076-4286.



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Department of Education
 Government of Karnataka
 BANGALORE

ATTACHMENT 1

ISRS FORM 1

ICONS Summer 'Head Start' A Strategic Program to Step Up in Literacy and Numeracy through BASK INDIA

MASTER OF ACTIVITIES
(SCHOOL CATCH UP PLAN)

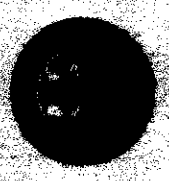
SCHOOL: _____

DISTRICT: _____

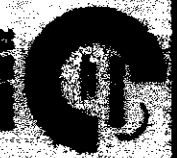
SCHOOL HEAD: _____

ACTIVITY	TARGET CLIENT/S	LEARNING MODALITY	RESOURCES / ALLOTTED BUDGET	TIMELINE	PERSONS INVOLVED / RESPONSIBLE	EXPECTED OUTCOME

Prepared by: _____



Address: Kalyan Mahan, Park 5, Crossing, Malleshwara City
 Telephone No.: 080-574-0281; Telephone No.: 080-513-1345
 Email Address: education@karnataka.gov.in



2024



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ATTACHMENT 2
ISHS FORM 2

**ICONS Summer Head Start: A Bridging Program to Step Up in Literacy and Numeracy
through BASA BONANZA**

LIST OF LEARNERS

School: _____ District: _____

Teacher to Handle: _____ Grade Level: _____

No.	NAME OF LEARNERS	GENDER	AGE	READING PROFILE / LEARNING STATUS
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

PREPARED BY:

Teacher-Facilitator



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
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ATTACHMENT 3

ISHS Form 3

ICONS Summer Head Start: A Bridging Program to Step Up in Literacy and Numeracy through BASA BONANZA

INDIVIDUAL TEACHER-FACILITATOR DAILY PLAN AND ACCOMPLISHMENT REPORT

Teacher-Facilitator: _____ School: _____ District: _____
Group of Learners: _____ No. of Learners: _____ Actual ATTENDANCE: _____

DAY / DATE	TOPIC /COMPETENCY	ACTIVITIES / TASKS	STRATEGY/IES	ACCOMPLISHMENT/S



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Prepared by:

Reviewed by:

Noted:

Teacher-Facilitator

School ISHS Coordinator

School Head



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ATTACHMENT 4
ISHS FORM 4

**ICONs Summer Head Start: A Bridging Program to Step Up in Literacy and Numeracy
through BASA BONANZA
LEARNERS' DAILY ATTENDANCE**

School: _____ District: _____
Teacher-Facilitator: _____ Date: _____

No.	Learner's Name	Signature
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

Prepared by:

Reviewed by:

Teacher-Facilitator

School ISHS Coordinator

Noted by:

School Head



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ATTACHMENT 5
ISHS FORM 5

**ICONS Summer Head Start: A Bridging Program to Step Up in Literacy and Numeracy
through BASA BONANZA**

MONITORING TOOL
(To be used by the Division Monitoring Team)

School Monitored: _____ District: _____
Teacher-Facilitator Monitored: _____ Group Monitored: _____
Date Monitored: _____ Class Session Number: _____

To Be Monitored:	Actual Observation (with MOVs Presented)	Remarks
1. Advocacy / Planning / School's Organization (Campaign Activities, Information Dissemination , Announcements related to the conduct of ISHS)		
2. Learners: a) Attendance b) Participation c) Outputs d) Progress		



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3. Teacher-Facilitator: a) Preparation Done b) Strategy/ies and Approaches Utilized		
4) Available Instructional Materials for utilization		
5) Support from: a) School through School Head b) Stakeholders c) others		

Monitored by:

(Date _____)

(Note: Submit this accomplished ISHS Form 5 after a week of monitoring to the Division Focal for consolidation. Thank you.)



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