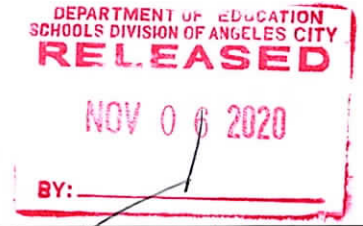




Republic of the Philippines  
**Department of Education**  
Region III  
Schools Division of Angeles City



**Office of the Schools Division  
Superintendent**

November 06, 2020

DIVISION MEMORANDUM  
No. 274 s. 2020

**GUIDELINES ON THE IMPLEMENTATION OF HOMEROOM GUIDANCE (HG)  
DURING CRISIS SITUATION BASED ON DEPED MEMORANDUM-CI-2020-CO-155**

To: Assistant Schools Division Superintendent  
OIC-Chief, Curriculum Implementation Division  
Education Program Supervisor in EsP  
Public Schools District Supervisors  
Division Guidance and Counselling Focal Person  
School Heads of All Public Elementary and Secondary Schools  
All Public Elementary and Secondary Guidance Counselors/Designates  
All Public Elementary and Secondary Class Advisers

1. For the information of all concerned, DepEd Memorandum-CI-2020-155 re: Guidelines on the Implementation of Homeroom Guidance (HG) during Crisis Situation was already released to all schools in the division through Division Memorandum No.177, s. 2020 for strict implementation and compliance.
2. In line with this, specific and standardized guidelines on the implementation and facilitation of Homeroom Guidance modules/classes are as follows:
  - a. Homeroom Guidance (HG) is part of the Curriculum. Hence, it shall be as well covered by DepEd Issuances on Curriculum and Instruction like D.O. no. 12, s. 2020, D.M. no. 162, s. 2020, D.O. no. 31, s. 2020, OUCI-2020-Academic Ease and others.
  - b. HG will be handled by class advisers.
  - c. HG time allotment is 1 hour (60 minutes) once a week. Adviser's HG Weekly Learning Plan must be prepared and budgeted according to the modules' Period/Suggested Time Allotment. For example, a 360 minute module period is equivalent to 6 sessions/weeks. Hence, activities in the said module will be divided into 6 sessions/weeks. Identified activities for a week will be logged in the weekly home learning plan.
  - d. HG modules are uploaded by the Central Office to the LR Portal. School LR Coordinator and Guidance Designate/Advocate are responsible for the downloading. Printing of HG Modules will be school-based chargeable against School Improvement Plan budget.
  - e. To effectively facilitate the HG modules, advisers need to:
    - e.1 study the modules,
    - e.2 prepare weekly home learning plan, and
    - e.3 monitor/assess the learners' progress and outputs - portfolio and performance task through open and continuous communication and feedback mechanism with both the learners and parents.
  - f. HG Learning Delivery Modality (LDM) will depend on the schools' chosen/preferred LDM.



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Likewise, outputs of the learners, whether they will be printed, digitized or to be submitted online will depend on the schools' type of LDM. However, as stipulated in D.O. 31, s. 2020, utmost flexibility and consideration shall be accorded to learners in the means, ways and deadlines of the submission of their outputs. Interventions shall also be given to identified learners in need of improvement.

- g. Advisers as learning managers have academic freedom and responsibility to decide on and prepare for the Instructional Materials (IMs) fit and necessary for the facilitation of HG modules.
  - h. Advisers will check and evaluate learners' outputs and give learners' grades using the HG Learners' Development Assessment Tool (non-numerical and descriptive ratings) which is Annex 3 of DepEd Memorandum-CI-2020-155. Said HG grades/ratings shall be communicated to parents/guardians and will likewise be reflected in the report card and other school forms.
  - i. School Head leads the monitoring of the HG implementation in coordination with the Guidance Counselor/Designate/ Advocate using HG Observation Tool (Annex 1) to be submitted to the Division EsP Supervisor and Guidance Counselor.
3. School Heads are required to provide all class advisers with these guidelines and DM-CI-2020-155 for them to be guided properly on the implementation of Homeroom Guidance.
4. Immediate dissemination of this memorandum to all concerned is desired.

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