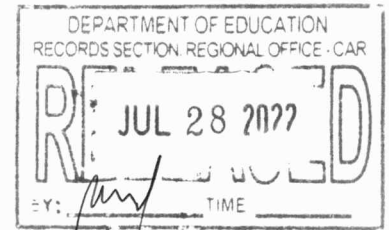




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



July 18, 2022

REGIONAL MEMORANDUM

No. 873.2022

**GUIDELINES ON THE UTILIZATION OF PROJECT HYBRID LEARNING
USING TECHNOLOGY WITH EQUITY AND QUALITY (HYTEQ)**

To: Assistant Regional Director
Schools Division Superintendents
All Schools Division Offices
All Others Concerned

1. Pursuant to Department Order No. 19, s. 2019 that provides policy guidelines on the K to 12 Basic Education Program that sets forth Flexible Learning Options (FLOs), which includes alternative delivery modes and its corresponding learning resources that are responsive to the need, context, circumstance, and diversity of learners, the Regional Office through the Curriculum and Learning Management Division-Learning Resource Management and Development Section (CLMD-LRMDS) releases the enclosed guidelines on the utilization of Project HyTEQ (Hybrid Learning Using Technology with Equity and Quality).
2. This policy shall guide the Education Program Supervisors, Public Schools District Supervisors, School Heads and Teachers for efficient implementation of Project HyTEQ.
3. This policy shall take effect immediately upon approval.
4. For information, guidance and compliance of all concerned.


ESTELA P. LEON-CARIÑO EdD, CESO III

Director IV/Regional Director

CLMD/RCA/gcd





Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
WANGAL, LA TRINIDAD, BENGUET

July 14, 2022

APPROVAL SHEET

This Regional Guideline on the Implementation Project Hybrid Learning Using Technology with Equity and Quality (HyTEQ) is submitted for review and approval.

Submitted by:


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Regional Director-Adviser



GUIDELINES ON THE UTILIZATION OF PROJECT HYBRID LEARNING USING TECHNOLOGY WITH EQUITY AND QUALITY (HYTEQ)

I. Rationale

Recognizing the significance of technology in the effective delivery of education, the Department of Education-Cordillera Administrative Region (DepEd-CAR) continues to initiate innovative and effective mechanisms to enhance the teaching-learning processes. One of the initiatives conducted by this office is the Project Hybrid Learning using Technology with Equity and Quality (HyTEQ) which establishes online and offline learning experiences for learners that combine the use of technology and non-print learning resources.

This initiative is consistent with DepEd Order No. 12 s. 2020 titled “Adoption of the Basic Education Learning Continuity Plan (BE-LCP)” that encourages the use of multiple learning delivery modalities such as distance learning and blended learning either on top and/or in place of face-to-face learning.

Moreover, Department Order No. 19, s. 2019 provides policy guidelines on the K to 12 Basic Education Program that sets forth Flexible Learning Options (FLOs), which includes alternative delivery modes and its corresponding learning resources that are responsive to the need, context, circumstance, and diversity of learners.

To continuously deliver quality basic education to our learners, DepEd-CAR through the Curriculum and Learning Management Division - Learning Resources Management Section (CLMD-LRMS) in partnership with the Regional Information Communication Technology Unit (ICTU) has developed the Regional Learning Management System (LMS) utilizing the DepEd LMS, a Modular Object-Oriented Dynamic Learning Environment (MOODLE)-based LMS of DepEd. The DepEd LMS is a powerful tool to be used by teachers in delivering online, offline, synchronous and asynchronous, face-to-face classes and in monitoring learner’s progress.

In the regular situation in DepEd schools in CAR, integration of ICT-based in the lessons by the teachers is usually done like the use of power point presentation, kotobe, video lessons, TV-based and others; however a very few schools have utilized Learning Management System (LMS) which is interactive in nature. This LMS learning platform allows the developers to enhance or enrich the course package using more applications which will make the lessons more engaging and collaborating. Thus, it requires the continuous development of LMS-based course modules in order to provide a wide array of lessons to suit to the diverse needs of our learners.

To initially implement this project, DepED-CAR has identified the following schools as the pilot recipient-schools based on the schools' geographical terrain, suitability for an extended local area network (LAN) and with access, limited or no access to internet:

| SDOs | No. of Schools | No. of Elem. Schools | No. of Secondary Schools | No. of Learners | No. of Issued Tablets |
|--------------|-----------------------|-----------------------------|---------------------------------|------------------------|------------------------------|
| Abra | 8 | 4 | 4 | 296 | 295 |
| Apayao | 4 | 0 | 4 | 180 | 180 |
| Baguio City | 4 | 2 | 2 | 319 | 319 |
| Benguet | 12 | 4 | 8 | 741 | 741 |
| Ifugao | 8 | 6 | 2 | 252 | 252 |
| Kalinga | 9 | 5 | 4 | 258 | 258 |
| Mt. Province | 7 | 4 | 3 | 325 | 313 |
| Tabuk City | 10 | 5 | 5 | 162 | 162 |
| Total | 62 | 30 | 32 | 2,533 | 2520 |

This policy has been crafted to confirm clarity on the utilization of the Regional LMS as one of the hybrid technological teaching-learning modalities. This technology developed by DepEd-CAR utilizes online and offline learning experiences through hybrid teaching-learning delivery. Hybrid learning is a way of combining traditional classroom experiences, experiential learning objectives, and digital course delivery that emphasizes the use of the best option for each learning objective.

Moreover, the project aims to improve the learning resources efficiency, cost, time, and access and to enhance the teaching-learning process.

Hence, this regional guideline was developed to communicate standards and specifications in the implementation of the Project HyTEQ and to continuously provide assistance to the learners, teachers and parents.

II. Scope of the Policy

This guideline provides for the mechanisms, procedures and standards that shall guide the Regional, Schools Division Offices and Schools District Offices, and the teachers and learners of the Project HyTEQ recipient-schools and other public schools in the region who opted to utilize the DepEd LMS in the implementation of this project and in delivering basic education among learners from kindergarten to Grade 12. The private schools may adopt this policy if deemed necessary.

III. Definition of Terms

1. For the purpose of this Guideline, the following terms are defined as follows:
 - a. **Asynchronous Distance Learning** occurs virtually online and through prepared resources, without real-time teacher-led interaction. It usually has a set of weekly deadlines, but it allows students to work at their own pace.
 - b. **Blended distance learning or hybrid learning** is a combination of any of the sub-categories of distance learning. The combination maybe, but not limited to, Online Distance Learning (ODL) and Printed Modular Distance Learning (PMDL), Online Distance Learning and TV-Video/Radio-Based Instruction.
 - c. **DepEd LMS** is a MOODLE-based learning management system setup by the Department of Education.
 - d. **Digitalization** is the practice of utilizing technology to enhance processes. It is the process of moving to a digital learning to improve learning delivery and provide opportunities for learners to have more learning experiences in a collaborative learning environment.
 - e. **Digitization** is the process of transforming information from a physical format like the printed SLMs, books, and other learning resources to an electronic gadget.
 - f. **Digitized Learning Resources or e-learning materials** are study materials published in digital format. These include e-textbooks, e-workbooks, educational videos, e-tests and others.
 - g. **Learning Management System (LMS)** is a software application or web-based technology administration, documentation, tracking, reporting, automation and delivery of educational courses, training and development programs.
 - h. **LMS Course Package** is a collection of digitized learning resources packaged and quality assured by the DepEd CAR for use by all MOODLE LMS users in the Cordillera Administrative Region. The contents usually are from the SLMs redeveloped, enhanced, and packaged following the standards set by DepEd CAR to fit in the said LMS.
 - i. **MOODLE** stands for Modular Object-Oriented Dynamic Learning Environment. It is an open-source learning management system providing a platform for e-learning and it helps the various educators courses, course structures and curriculum; thus, facilitating interaction with online students.

- j. **On-premise LMS** is a learning management system hosted locally in the school/office. MOODLE is the platform to be installed on-premise of the school recipients of the Project HyTEQ and other schools with available network equipment and system unit upgrades.
- k. **Synchronous Distance Learning** involves live communication either through chatting online or teleconferencing. The learning group interacts at the same time from different physical locations.

IV. Policy Statement

This guideline establishes directions to the Regional Office, Schools Division Offices, Schools District Offices, school heads and teachers of the school-recipients of the Project HyTEQ and other schools that opted to implement the Project HyTEQ that utilizes online, offline, synchronous, asynchronous, face-to-face, or hybrid modalities in delivering basic education among learners from kindergarten to Grade 12. It also establishes guidelines in the development, quality assurance and importing LMS course packages into the school's LMS. The DepEd-CAR LMS shall be utilized for educational purposes only and not for commercial purposes.

V. Procedures, Roles and Responsibilities

This section highlights the general directions on the utilization of DepEd CAR LMS as online/offline learning modality and defines the roles and functions of officials and personnel across the governance levels.

A. Procedures

Specific procedures on the implementation of the guidelines are presented in the following enclosures:

Enclosure 1: Development and Submission of LMS Course Packages

Enclosure 2: Quality Assurance of LMS Course Packages

Enclosure 3: Backing-up and Restoring Ready-to-use Regional Course Packages for all On-Premise LMS users (Project HyTEQ Strategy 2, 3, 4 & 5)

Enclosure 4: Importing Ready-to-use Regional LMS Course Packages for DepEd LMS users (Project HyTEQ Strategy 1, 4, 5).

Enclosure 5: Monitoring Tool in the Implementation of Project HyTEQ

B. Roles of Governance Levels

Regional Office

| Office | Roles and Responsibilities |
|------------------|--|
| DepEd-CAR Office | <ul style="list-style-type: none"> • Serve as the steering committee and provide advice and overall leadership in the implementation of the project. • Ensure delivery of project outputs and the achievement of project outcomes. • Engage other partners and donors to generate support funds. • Conduct meeting every other month to track progress, updates, resolves issues and concerns relative to the program. • Approves Regional Memorandum for the activities related to the implementation of Project HyTEQ. • Recommends improvements to the project. • Provides technical assistance, inputs and suggestions for the improvement of the project |
| CLMD | <ul style="list-style-type: none"> • Coordinates with other functional divisions and SDOs for the implementation of the project. • Provides necessary data/information needed for the implementation of the project. • Works closely with the SDOs on the implementation of the project. • Manage and administer the project. • Plans and sets timetable on the implementation of the project. |
| Regional ICTU | <ul style="list-style-type: none"> • Set the regional implementation plan on the design, acquisition, setup and management of technologies for the recipient schools and other schools that are interested to use the DepEd-CAR LMS. • Manage the acquisition of ICT equipment provided by the RO. • Supervise the setup and implementation of ICTs for school implementers. • Provide technical assistance to SDO ITOs on the implementation of the project. • Administer the Learning Management system. |
| CLMD-LRMS | <ul style="list-style-type: none"> • Prepares Regional Memorandum activities related to the implementation of the project. • Implements and sustains the project. • Provides technical assistance to SDOs in the implementation of the project. • Prepares a report on the implementation of the project. |

Schools Division Offices

| Office | Roles and Responsibilities |
|--|---|
| <p>Curriculum Implementation Division and LRMS</p> | <ul style="list-style-type: none"> • Serve as the pilot division for the first year of project implementation. • Oversee the recipient schools. • Update the DepEd-CAR on Project development through submission of monthly reports. • Together with the DepEd-CAR team, monitors program implementation and status of beneficiaries and their families. • Ensure efficient implementation of the project across all schools, specifically across all learner-beneficiaries. • Sustain the project towards long-term implementation by continuing the program at their level in the next years (signing up more learner-beneficiaries and partnering with more stakeholders). • Coordinate with DepEd-CAR for information and technical assistance. • Through the Division Property and Supply Unit, it shall ensure that the tablet which are government property are properly used, cared for, and safeguarded from natural and human elements as well as recorded upon issuance to the ICT Coordinator/Project Coordinator or Focal and the learner's parent/guardian using the Inventory Custodian Slip. • Engage other partners and donors to generate support funds and remits the same to the Regional Office. • Maintain and upload -LRs. |
| <p>Division Information and Technology Office (SDO-ICTU)</p> | <ul style="list-style-type: none"> • Set the division implementation plan aligned with the regional implementation plan on the design, acquisition, setup and management of technologies for the recipient schools. • Provide TA the acquisition of ICT equipment for schools. • Supervise the setup and implementation of ICTs for school implementers. • Provide technical assistance to School ICT Coordinators on the implementation of the project Serve as Administrator of the Learning Management System. |

Schools District Offices

| Office | Roles and Responsibilities |
|-------------------------|---|
| Schools District Office | <ul style="list-style-type: none"> • Oversee the recipient schools. • Update the Schools Division Office on Project development through submission of monthly reports. • Together with the SDO team, monitors program implementation and status of beneficiaries and their families. • Ensure efficient implementation of the project across all schools, specifically across all learner-beneficiaries. • Sustain the project towards long-term implementation by continuing the program at their level in the next years (signing up more learner-beneficiaries and partnering with more stakeholders). • Coordinate with SDO for information and technical assistance. |

Schools

| Office | Roles and Responsibilities |
|------------------------|---|
| School Heads | <ul style="list-style-type: none"> • Update the Schools District Office on the Project development through submission of monthly reports. • Monitors the program implementation and status of beneficiaries and their families. • Ensure efficient implementation of the project. • Sustain the project towards long-term implementation by continuing the program at their level in the next years (signing up more learner-beneficiaries and partnering with more stakeholders). • Coordinate with Schools District Office for information and technical assistance. |
| School ICT Coordinator | <ul style="list-style-type: none"> • Provide TA to the teachers on the technical utilization of the ICT equipment. • Setup and manage the technologies of the school. • Import the ready to use course packages from the DepEd-CAR LMS to the school's LMS. • Coordinate with the School Head and the SDO ICTU of any issues and concern related to the project. |

VI. Monitoring and Evaluation

The Regional Office, through the CLMD in coordination with ICTU shall monitor the implementation of this program by using an appropriate M & E form or template.

Moreover, monthly monitoring of the implementation of the project HyTEQ will also be conducted as a means of feedback mechanism by the CLMD and ICTU in partnership with Quality Assurance Division (QAD).

VII. References

The following references are used to support the aforementioned guidelines:

1. DepEd Order No. 12, s. 2020 (Adoption of the Basic Education Learning Continuity Plan for School Year 2020-2021 in Light of the COVID-19 Public Health Emergency).
2. DepEd Order No. 18, s. 2020 (Policy Guidelines for the Provision of Learning Resources in the Implementation of Basic Education Learning Continuity Plan).
3. Regional Memorandum No. 461, s. 2021 (Adoption of Project Hybrid Learning using Technology and Equity).

VIII. Effectivity

These guidelines shall take effect immediately upon approval. It shall be published for the information of all SDOs through the DepED-CAR website.

Enclosure 1. Development of LMS Course Packages

Who will do this process?

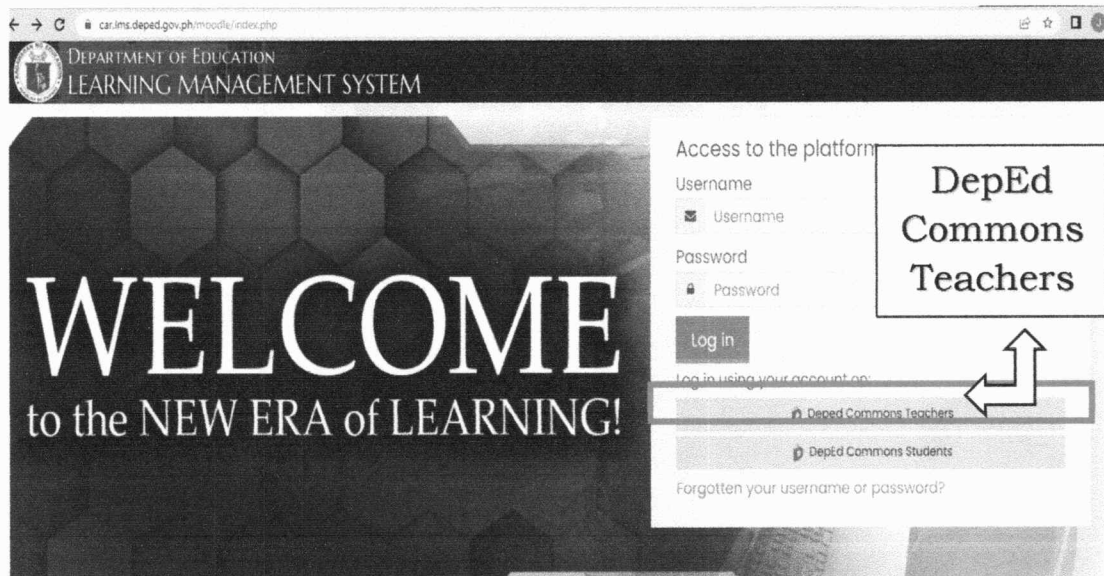
Teachers, school heads, and supervisors who were trained on LMS Course Packaging.

Steps:

1. Login to your DepEd LMS Account by typing <https://car.lms.deped.gov.ph> in your uniform resource locator (url) browser. Enter your DepEd User Name and password.



2. Click the DepEd Commons Teachers Button



3. Select Google Account or Microsoft Account



Login as DepEd Personnel

← Go back to user selection

You need to sign in or sign up before continuing.

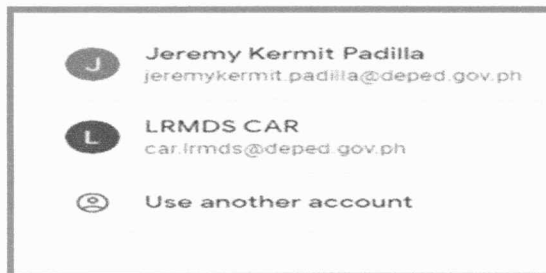
 Continue with Google Account

 Continue with Microsoft Account

4. Log in using your Google or Microsoft Account

Choose an account

to continue to deped.gov.ph



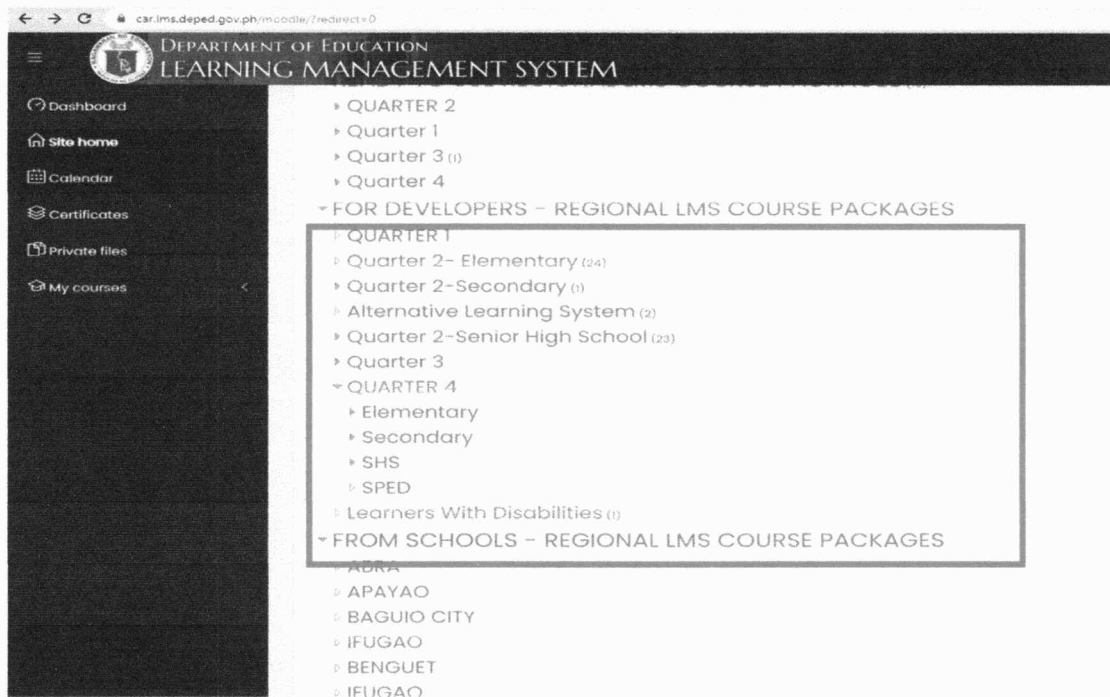
To continue, Google will share your name, email address, language preference, and profile picture with deped.gov.ph.

5. Click the **Site Home** on left side pane of the DepEd CAR LMS

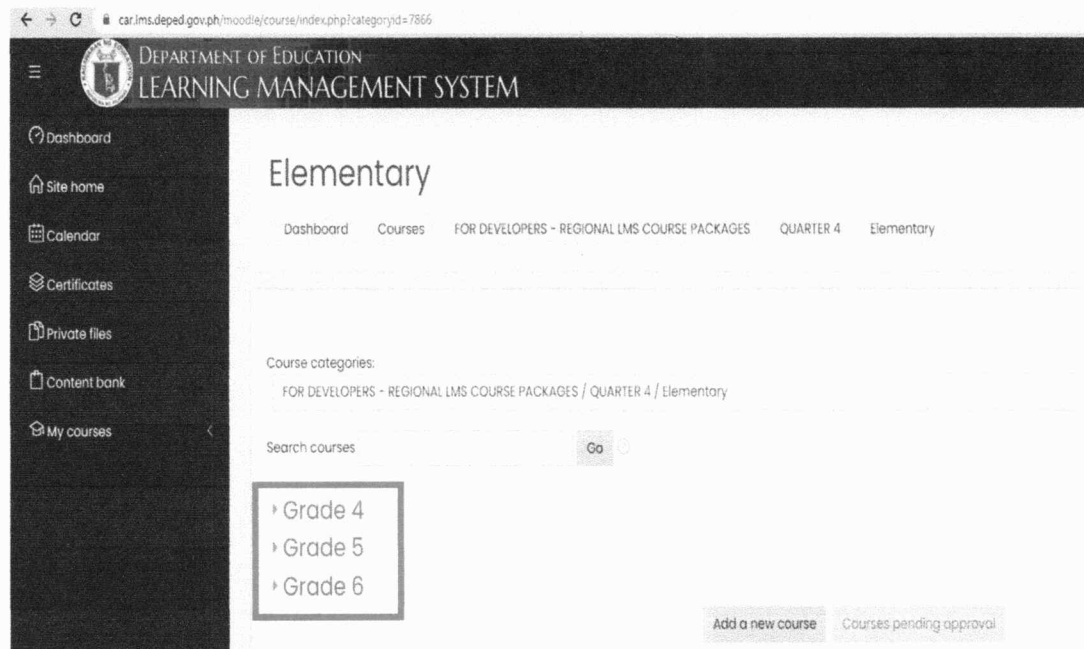
The screenshot shows the DepEd CAR LMS interface. The left sidebar contains the following menu items: Dashboard, Site home, Calendar, My courses, and Accessibility settings. The 'Site home' item is highlighted, and a callout box with an arrow points to it, containing the text 'Site home'. The main content area displays the 'Department of Education Learning Management System' header and a list of course categories:

- Professional Development (14)
 - PNPKI
- Open Educational Resources
 - PhET Interactive Simulations (5)
- READY TO USE REGIONAL LMS COURSE PACKAGES (13)
 - QUARTER 2
 - Quarter 1
 - Quarter 3 (1)
 - Quarter 4
 - FOR DEVELOPERS - REGIONAL LMS COURSE PACKAGES
 - QUARTER 1
 - Quarter 2- Elementary (24)
 - Quarter 2-Secondary (1)

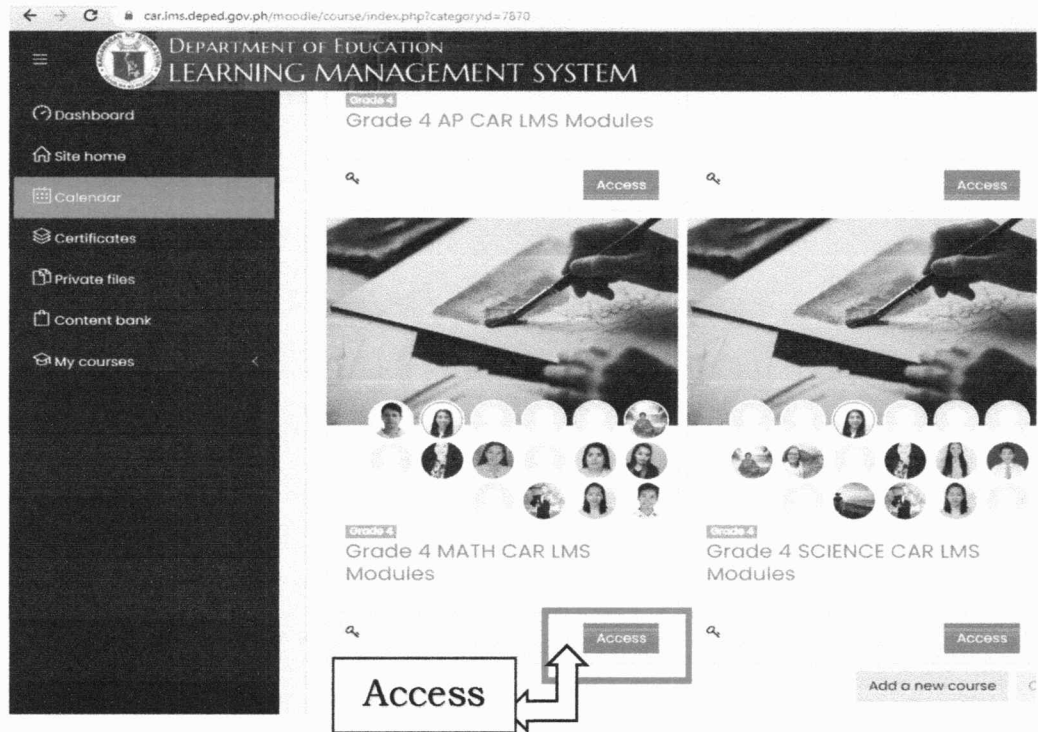
6. On the Course categories under **FOR DEVELOPERS-REGIONAL LMS COURSE PACKAGES**, select the module **Quarter** and **grade level** that corresponds to the grade level you are to package (Ex. Quarter 4 Elementary).



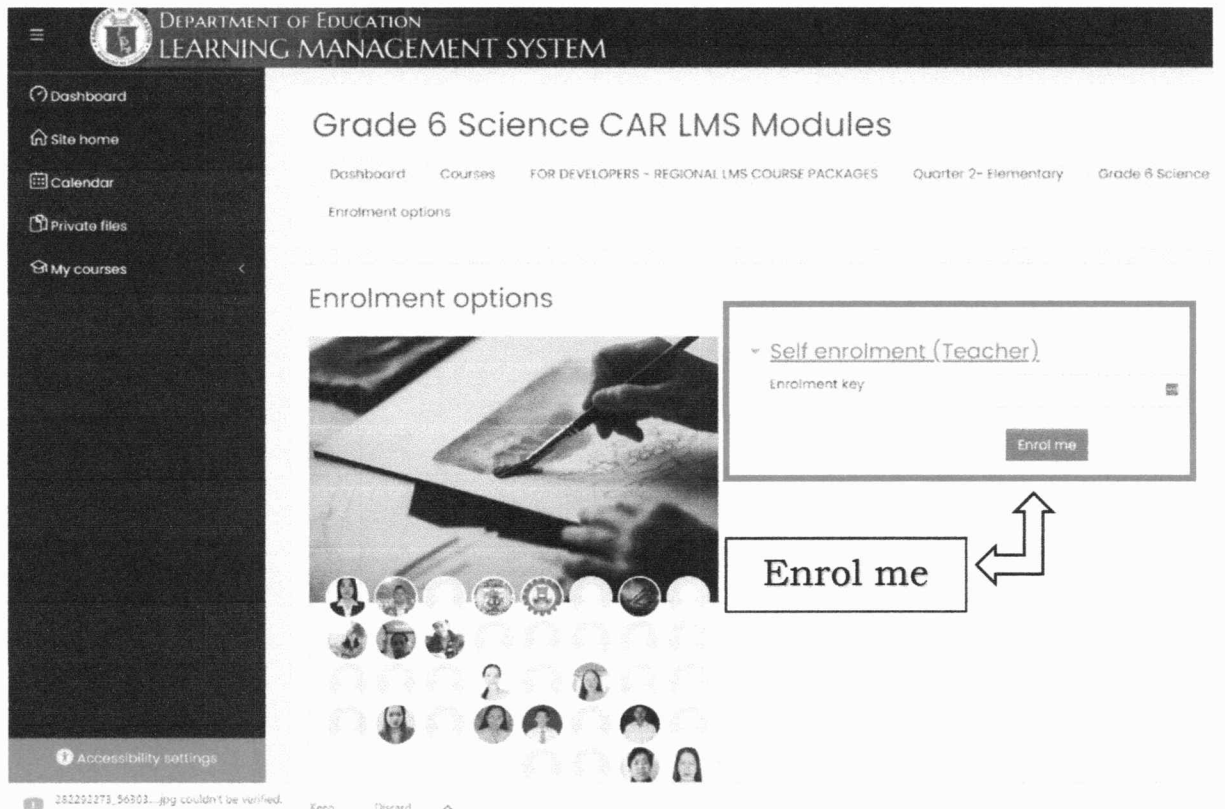
7. In this example, Elementary is chosen; now click the grade level you are to package. Use the SLMs downloaded from the Text-Based SHIELD.



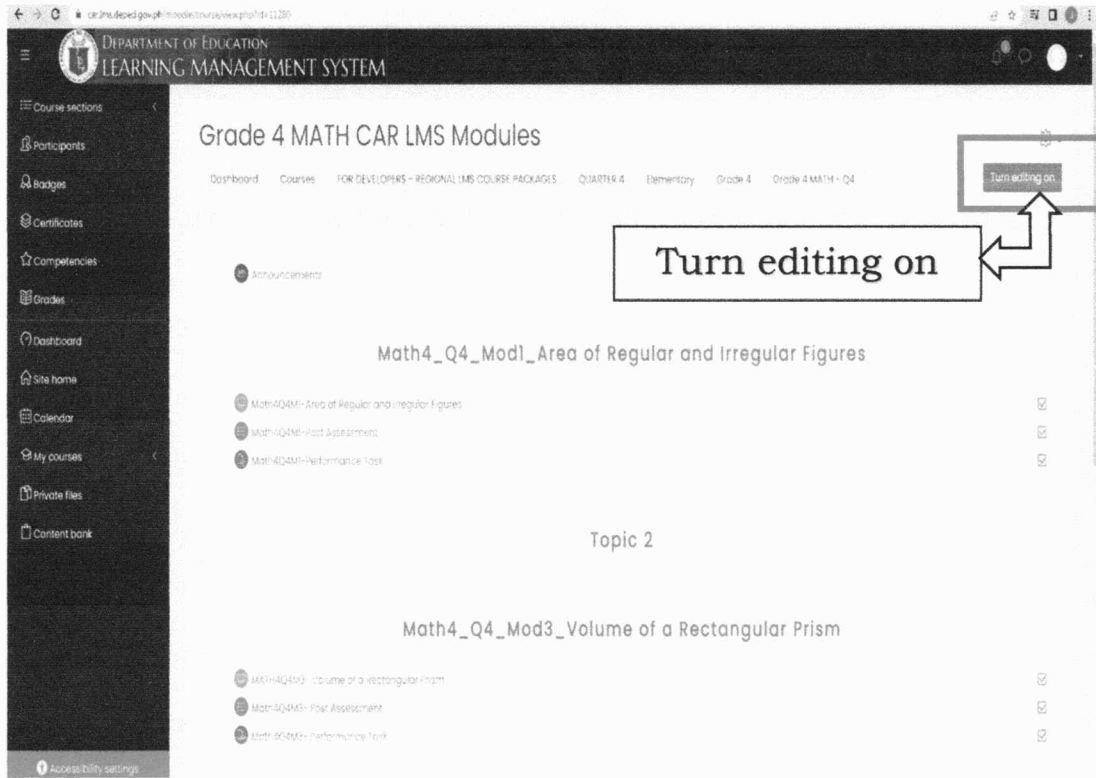
8. Choose the subject area that you will develop and click the Access button. In this example, Mathematics subject is chosen.



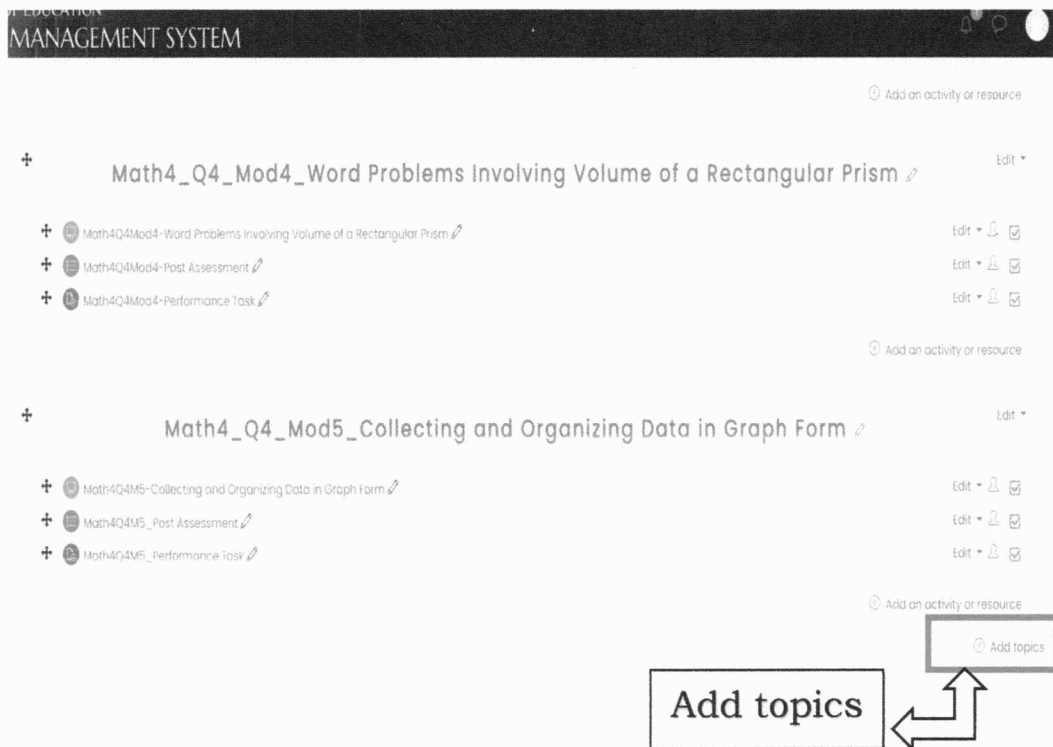
9. On the self-enrolment key, use the "CAR" password (without the quotation mark) and click the Enrol me button.



10. On the upper right-side corner, click the “Turn editing on” to edit the page



11. To add LMS modules, click the “add topics” on the lower right-side corner.



Lesson settings:

- Description: Do not check box for SHOW DESCRIPTION ON COURSE PAGE
 - Module developed by _____
 - Redeveloped for DepEd LMS by
 - Include MELC

APPEARANCE

- Progress bar=YES
- Display ongoing score= YES
- Display Menu= Yes
- Link to next activity=Written Work

AVAILABILITY (Show More)

- Allow lesson to be attempted offline= YES

FLOW CONTROL

- Allow student review= YES

GRADE

- Maximum Grade=total questions asked
- Retakes allowed= YES
- (Show More) Handling of Retakes= Use Maximum

When adding Lesson content:

- If Content page, CONTENT 1 Description should be title of next page; JUMP should be Next page
- If last Content page, select END OF LESSON
- For Add Question page, correct answer should be given point and all answers proceed to NEXT PAGE
- No `` in html tags
- For short answer question page, put asterisk (*) for textbox of wrong answer

H5P activities:

DRAG AND DROP

- Task size should be 420x (pixels)- for readability in mobile devices

Performance Task settings:

Assignment settings:

- AVAILABILITY: Uncheck everything
- SUBMISSION TYPES: Check ONLINE TEXT (Uncheck FILE SUBMISSIONS) if output can be typed with basic formatting, if output will be uploaded, check FILE SUBMISSIONS
- FEEDBACK TYPES: Comment inline= YES
- GRADE:
 - Maximum Grade=Highest Possible Score for the activity

Quiz settings:

GRADE

- Attempts allowed: 1

EXTRA RESTRICTIONS ON ATTEMPTS (Show More)

- Allow quiz to be attempted offline using the mobile app= YES

In REVIEW OPTIONS:

- Uncheck THE ATTEMPT in IMMEDIATELY AFTER THE ATTEMPT and LATER, WHILE THE QUIZ IS STILL OPEN (Everything will be unchecked except MARKS and OVERALL FEEDBACK)

In EDIT QUIZ:

SHUFFLE=check

MAXIMUM GRADE=total points of quiz

If MULTIPLE CHOICE

- GRADE for correct answer=100%

If Matching Type, total points should be equal to number of items that will be matched

12. Click the newly created topic by clicking the pen button and rename it following the title format (Subject, Grade Level, _Quarter No._Module Number_Title). For developers who are not assigned by the Regional Office, add your name and SDO at the end of the file name, ex. *Math 4_Q4_Mod7_Data Interpretation-JuanaDela Cruz_Ifugao*.

The screenshot shows the top navigation bar of the Department of Education Learning Management System. Below the header, there are several topic entries. The entry 'Math4_Q4_Mod5_Collecting and Organizing Data in Graph Form' is expanded to show three sub-items: 'Math4Q4M5-Collecting and Organizing Data in Graph Form', 'Math4Q4M5_Post Assessment', and 'Math4Q4M5_Performance Task'. Below this, a new topic entry 'Topic 6' is visible. A callout box with a pencil icon and the word 'Topic' is positioned over the 'Topic 6' entry, with an arrow pointing to the edit icon next to it.

This is the result of the added topic (Topic 6) that was renamed using the format above.

The screenshot shows the same Learning Management System interface. The 'Topic 6' entry has been renamed to 'Math4_Q4_Mod6_Interpreting Data Presented in Different Graph Forms'. This new entry is highlighted with a black rectangular box. The sub-items from the previous screenshot are still visible above it.

13. By using the Checklist above, create the standard three links for DepEd CAR LMS, (1 Module topic discussion, 2 Post Assessment, and 3 Performance Task). Click the “Add an activity or resource” using the format below:

DEPARTMENT OF EDUCATION
LEARNING MANAGEMENT SYSTEM

⊕ Add an activity or resource

+ Math4_Q4_Mod5_Collecting and Organizing Data in Graph Form Edit

- + Math4Q4M5-Collecting and Organizing Data in Graph Form Edit 👤 ☑
- + Math4Q4M5_Post Assessment Edit 👤 ☑
- + Math4Q4M5_Performance Task Edit 👤 ☑

⊕ Add an activity or resource

+ Math4_Q4_Mod6_ Interpreting Data Presented in Different Graph Forms Edit

Add an activity or resource

- + Math4Q4_Mod6_ Interpreting Data Presented in Different Graph Forms Edit
- + Math4Q4Mod6- Post Assessment Edit
- + Math4Q4Mod6-Performance Tasks Edit

14. If done, submit the link of your developed course package, your FB/messenger account name & CP no. and SDO to LRMDs email: car.lrmds@deped.gov.ph.

Copy this link (Lesson link)

car.lms.deped.gov.ph/moodle/mod/lesson/view.php?id=502256

DEPARTMENT OF EDUCATION
LEARNING MANAGEMENT SYSTEM

Grade 4 MATH CAR LMS Modules

Dashboard Courses FOR DEVELOPERS - REGIONAL LMS COURSE PACKAGES QUARTER 4 Elementary Grade 4

Grade 4 MATH - Q4 Math4_Q4_Mod1_Area of Regular and Irregular Figures Math4Q4M1-Area of Regular and Irregular Figures

Preview Edit page content

Math4Q4M1-Area of Regular and Irregular Figures

Enclosure 2. Quality Assurance of Developed LMS Course Packages

Who will do this process?

1. Qualified Evaluators identified by the region.
2. Education Program Supervisors in the region and SDOs who attended the LMS Course Packaging Orientation and training.

Steps:

1. Do steps 1 to 11 of the Development of LMS Course Packages (Enclosure 1)
2. Open the assigned modules you are to evaluate. Take note of your recommendations using the LMS Quality Assurance (QA) Tool. You can access the tool from this link, <https://tinyurl.com/LMSqatool>.
3. Check the alignment of activities and discussions to the competencies required. Evaluate the appropriateness of images, videos, lay-out, social content concerns and other observe things in the packaged LMS course.
4. Send your accomplished QA tool to car.lrmds@deped.gov.ph and to the developer. Coordinate with the developer until final revision is done.
5. Update the monitoring sheet by marking the module "Ready to Use" or inform the LRMDs through email that the module was already quality assured and revisions have been done.

Ready to Use

| # | Learning Area | Grade Level | Quarter | Module No. | Link | Developer | Division | Contact Details (Mobile Number/FB Messenger/ Email Address) | Status | Date Developed/Submitted | Date Assigned for QA | Date Evaluation Started |
|---|---------------|-------------|-------------|------------|---|-------------------|-------------|--|--------------|--------------------------|----------------------|-------------------------|
| 1 | Filipino | 4 | 2nd Quarter | 7 | https://car.lrmds.deped.gov.ph/module/7 | ISNAR I MANC-USAN | Baguio City | 9103943293 langusan@deped.gov.ph sk.com/isnar.mangusan | Ready to Use | 9/27/2021 | 9/30/2021 | 10/19/2021 |
| 2 | Filipino | 4 | 2nd Quarter | 8 | https://car.lrmds.deped.gov.ph/module/8 | ISNAR I MANC-USAN | Baguio City | 9103943293 langusan@deped.gov.ph sk.com/isnar.mangusan | Ready to Use | 9/27/2021 | 9/30/2021 | 10/19/2021 |
| 3 | Filipino | 4 | 2nd Quarter | 5 | https://car.lrmds.deped.gov.ph/module/5 | DRQA A. DUMAWOL | Baguio City | 9909252256 furnivola@deped.gov.ph Nica Dumawol | Ready to Use | 9/27/2021 | 9/30/2021 | 10/19/2021 |

LMS Course Packages Inventory

Choose the Quarter you are assigned to evaluate.

<https://tinyurl.com/Q3LMSCoursePackages>

<https://tinyurl.com/Q4LMSCoursePackages>

<https://tinyurl.com/Q2LMSCoursePackages>

<https://tinyurl.com/Q2LMSCoursePackages>

| Evaluator | Date Revised | Date Finished for Ready to Use | Date Imported |
|---------------|--------------|--------------------------------|---------------|
| Ines Galangay | 10/19/2021 | 10/19/2021 | 2021-11-12 |
| Ines Galangay | 10/19/2021 | 10/19/2021 | 2021-11-12 |
| Ines Galangay | 10/20/2021 | 10/20/2021 | 2021-11-12 |

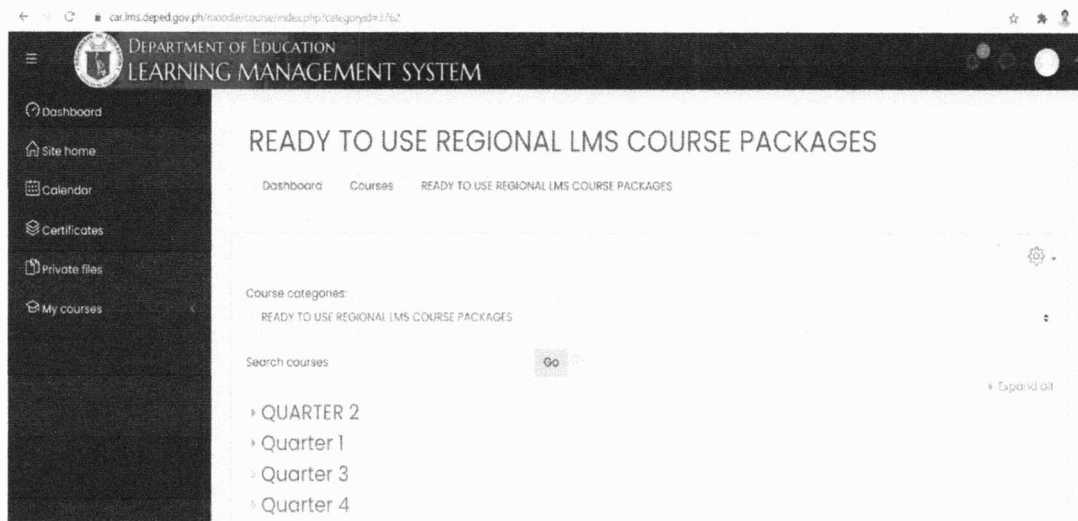
Enclosure 3. Backing-up and Restoring Ready to Use Regional LMS Course Packages for ALL On-premise LMS users (Project HyTEQ Strategy 2,3,4,5)

Who will do this process?

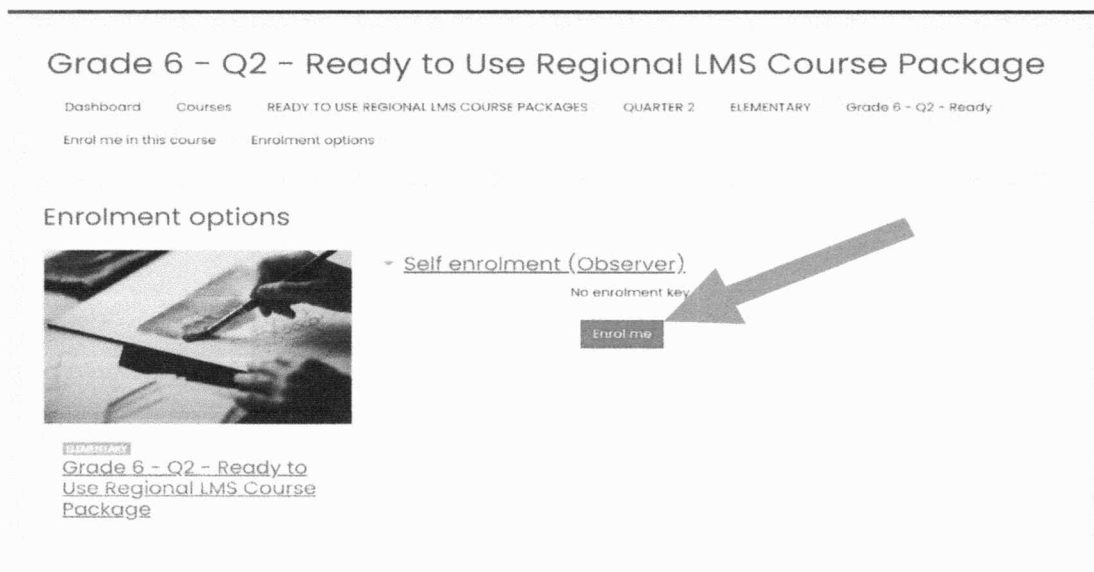
Teachers and School ICT Coordinator

Steps

1. Access to DepEd LMS
2. Access to your On-premise LMS. Do steps 1-6 in the Development of LMS Course Packages (Enclosure 1).
3. Enter the 'Ready to Use Regional LMS Course Packages' course category.



4. Enter the desired Quarter then Grade Level. Enroll yourself to enter the course. The enrolment key is CAR.



5. Click on the settings located on the upper right corner (gear icon) and select backup.

The screenshot shows the Moodle course settings page for 'Ready to Use Regional LMS Course Package'. The breadcrumb trail is 'READY TO USE REGIONAL LMS COURSE PACKAGES > QUARTER 2 > ELEMENTARY > Grade 6 - Q2 - Ready'. A gear icon in the top right corner opens a settings menu. A red box highlights the 'Edit settings' option, and a red arrow points to the 'Backup' option in the menu. The main content area shows 'General' and 'Filipino' sections. At the bottom, there are checkboxes for 'Include enrolled users' and 'Include filters', with the 'Include enrolled users' checkbox being unchecked.

6. Uncheck the 'include enrolled users' under the backup settings.

The screenshot shows the Moodle backup settings page for 'Grade 6 - Q2 - Ready'. The breadcrumb trail is 'Dashboard > Courses > READY TO USE REGIONAL LMS COURSE PACKAGES > QUARTER 2 > ELEMENTARY > Grade 6 - Q2 - Ready > Backup'. A progress bar shows the steps: '1. Initial settings > 2. Schema settings > 3. Confirmation and review > 4. Perform backup > 5. Complete'. The 'Backup settings' section contains a list of checkboxes: 'IMS Content cartridge 1.1' (unchecked), 'Include enrolled users' (unchecked), 'Anonymize user information' (unchecked), 'Include user role assignments' (checked), 'Include activities and resources' (checked), 'Include blocks' (checked), 'Include files' (checked), and 'Include filters' (checked). A red arrow points to the 'Include enrolled users' checkbox, which is currently unchecked.

7. At the bottom of the page, click the 'Jump to final step' button.

Include calendar events

Include user completion details

Include course logs

Include grade history

Include question bank

Include groups and groupings

Include competencies

Include custom fields

Include content bank content

[Jump to final step](#) [Cancel](#) [Next](#)

8. After backing up, click continue to download the backup.

Backup course: Grade 6 - Q2 - Ready

Dashboard Courses READY TO USE REGIONAL LMS COURSE PACKAGES QUARTER 2 ELEMENTARY Grade 6 - Q2 - Ready Backup

1. Initial settings ▶ 2. Schema settings ▶ 3. Confirmation and review ▶ 4. Perform backup ▶ 5. Complete

The backup file was successfully created.

[Continue](#)

9. Download the backup by clicking the 'Download' button.

You can drag and drop files here to add them.

[RESTORE](#)

There are required fields in this form marked i.

Course backup area

| Filename | Time | Size | Download | Restore |
|----------|------|------|----------|---------|
|----------|------|------|----------|---------|

[Manage backup files](#)

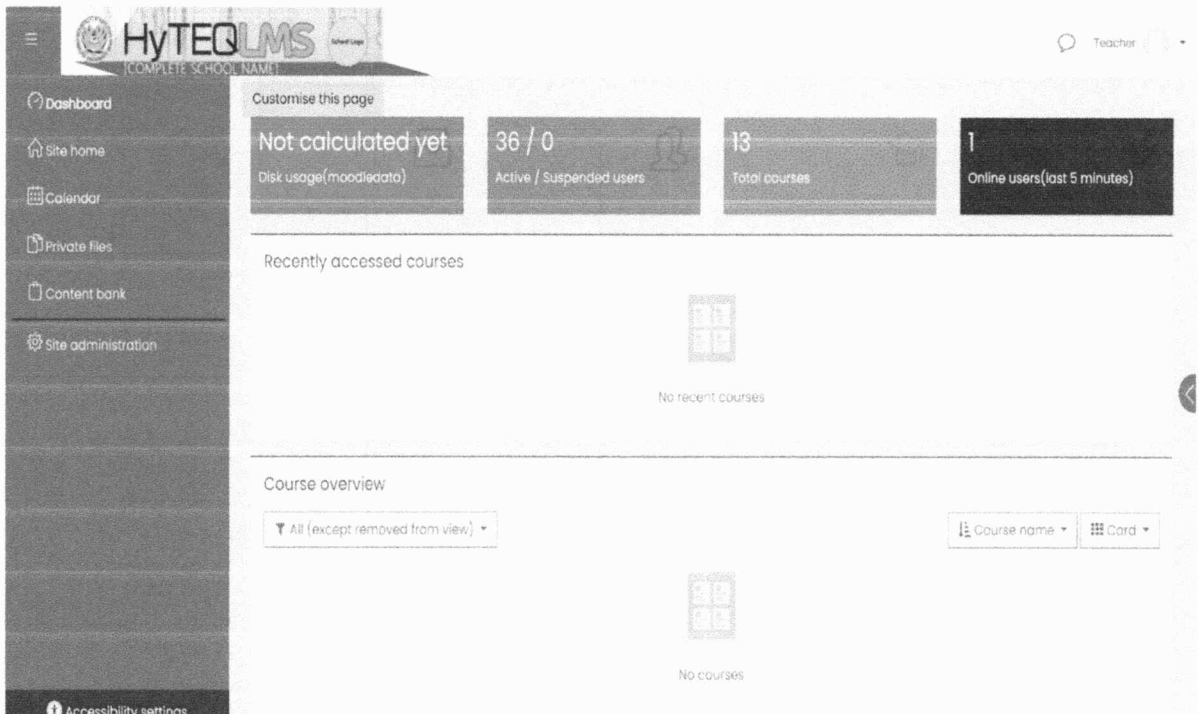
User private backup area

| Filename | Time | Size | Download | Restore |
|--|-------------------------------------|-------|--------------------------|-------------------------|
| backup-moodle2-course-8412-grade_6_-_q2_-_ready-20211201-1914-nu.mbz | Wednesday, 1 December 2021, 7:17 PM | 373MB | Download | Restore |

[Download](#)

10. Restoring Course into the On-premise School LMS Role: ICT Coordinator

11. Login your administrator/manager/teacher account in your on-premise School LMS.



The screenshot shows the HyTEQ LMS dashboard for a teacher role. The page title is "HyTEQ LMS" with a sub-header "(COMPLETE SCHOOL NAME)". The dashboard includes a sidebar with navigation options: Dashboard, Site home, Calendar, Private files, Content bank, and Site administration. The main content area is titled "Customise this page" and displays four summary cards: "Not calculated yet" for Disk usage (moodledata), "36 / 0" for Active / Suspended users, "13" for Total courses, and "1" for Online users (last 5 minutes). Below these cards is a section for "Recently accessed courses" which shows "No recent courses". A "Course overview" section follows, with a dropdown menu set to "All (except removed from view)" and a "Course name" dropdown. This section also shows "No courses".

12. Enter the Regional LMS Course Package course category. It is recommended that fresh copies of the packages be restored here by the School ICT Coordinators.



The screenshot shows the "REGIONAL LMS COURSE PACKAGES" page in the HyTEQ LMS. The page title is "REGIONAL LMS COURSE PACKAGES". The breadcrumb navigation is "Dashboard > Courses > REGIONAL LMS COURSE PACKAGES". There is a "Manage courses" button in the top right corner. The page features a search bar labeled "Search courses" and a dropdown menu for "Course categories" set to "REGIONAL LMS COURSE PACKAGES". Below the search bar, there are four course package cards, each with a thumbnail image of a person writing on a document. The cards are labeled "REGIONAL LMS COURSE PACKAGES" and contain the following text: "Grade 12 - Quarter 2 - Ready to Use Regional LMS Course Package", "Grade 11 - Quarter 2 - Ready to Use Regional LMS Course Package", "Grade 10 - Quarter 2 - Ready to Use Regional LMS Course Package", and "Grade 9 - Quarter 2 - Ready to Use Regional LMS Course Package".

13. Click on the settings located on the upper right corner (gear icon) and select 'Restore Course'.

REGIONAL LMS COURSE PACKAGES

Dashboard Courses REGIONAL LMS COURSE PACKAGES Manage courses

Course categories: REGIONAL LMS COURSE PACKAGES

Search courses

REGIONAL LMS COURSE PACKAGES
Grade 12 - Quarter 2 - Ready to Use Regional LMS Course Package

REGIONAL LMS COURSE PACKAGES
Grade 11 - Quarter 2 - Ready to Use Regional LMS Course Package

REGIONAL LMS COURSE PACKAGES
Grade 10 - Quarter 2 - Ready to Use Regional LMS Course Package

- Manage this category
- Edit this category
- Add a subcategory
- Assign roles
- Permissions
- Check permissions
- Cohorts
- Filters
- Restore course
- Learning plan templates
- Competency frameworks
- Recycle bin

14. Choose the file downloaded earlier (backup) from car.lms.deped.gov.ph.

Restore course

Dashboard Category: REGIONAL LMS COURSE PACKAGES Restore course

Import a backup file

Files

Choose a file...

You can drag and drop files here to add them.

Restore

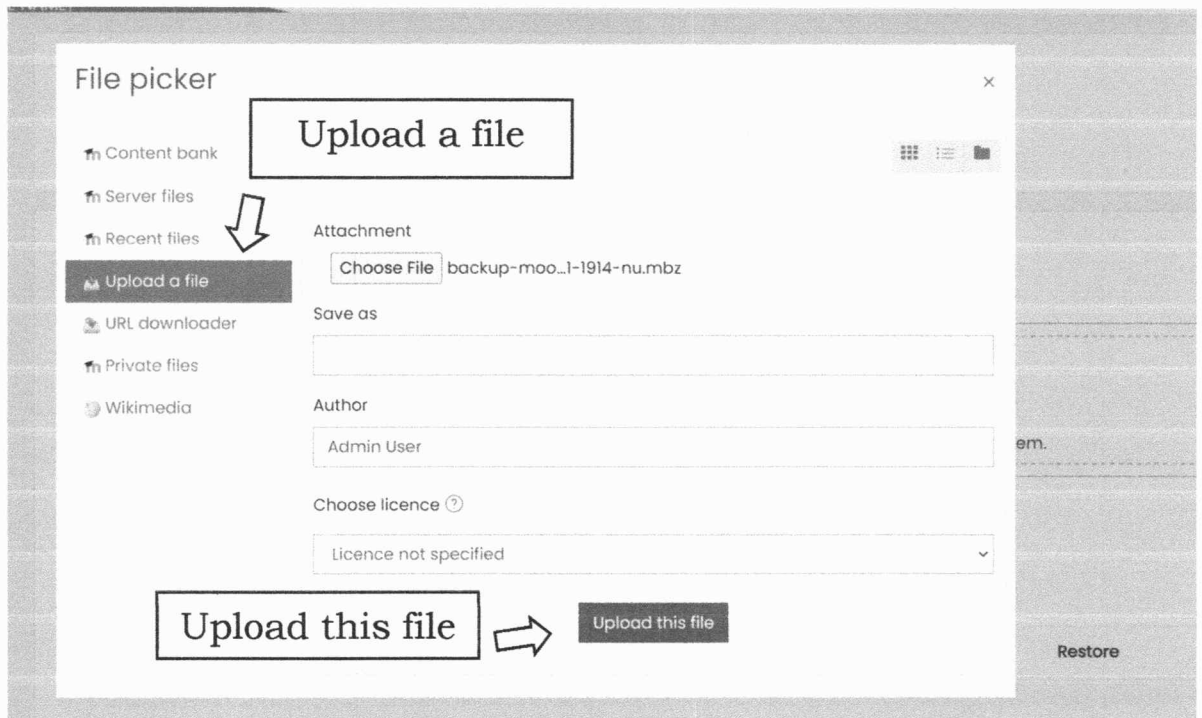
There are required fields in this form marked ① .

Course backup area ②

| Filename | Time | Size | Download | Restore |
|----------|------|------|----------|---------|
|----------|------|------|----------|---------|

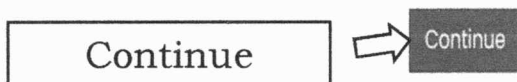
Manage backup files

15. Click 'Upload this file' button to upload the backup.



16. Click 'Restore' button then continue.

| | | |
|------------|---|---|
| Quiz | SCIENCE6_Q2_M9: Written Quiz | X |
| Assignment | SCIENCE6_Q2_M9: Performance Task | X |
| Label | SCIENCE6_Q2_M8: Animals: Characteristics of Verte... | X |
| Lesson | SCIENCE6_Q2_M8: Animals: Characteristics of Vertebrates | X |
| Quiz | SCIENCE6_Q2_M8: Written Quiz | X |
| Assignment | SCIENCE6_Q2_M8: Performance Task | X |



17. Select 'Regional LMS Course Package' category under Restore as a new course then click 'continue'.

1. Confirm ▶ 2. Destination ▶ 3. Settings ▶ 4. Schema ▶ 5. Review ▶ 6. Process ▶ 7. Complete

Restore as a new course

Restore as a new course

Select a category

| Name | Description |
|---|-------------|
| <input checked="" type="radio"/> REGIONAL LMS COURSE PACKAGES | |
| <input type="radio"/> QUARTER 1 | |
| <input type="radio"/> QUARTER 2 | |

Search categories

Continue

18. Click 'next' button then 'perform restore'.

Include badges

✕

Include calendar events

Include user completion details

✕

Include course logs

✕

Include grade history

✕

Include groups and groupings

Include competencies

Include custom fields

Include content bank content

Include legacy course files

Cancel

Next

Animals:
Characteristics of
Vertebrates

SCIENCE6_Q2_M8: ✓
Written Quiz

SCIENCE6_Q2_M8: ✓
Performance Task

-

No

-

No

Previous

Cancel

Perform restore

19. Click continue to finally finish the process of restoring course.

HyTEQ [School Name]

[Dashboard](#)

[Category: REGIONAL LMS COURSE PACKAGES](#)

[Restore course](#)

1. Confirm ▶ 2. Destination ▶ 3. Settings ▶ 4. Schema ▶ 5. Review ▶ 6. Process ▶ 7. **Complete**

The course was restored successfully, clicking the continue button below will take you to view the course you restored.



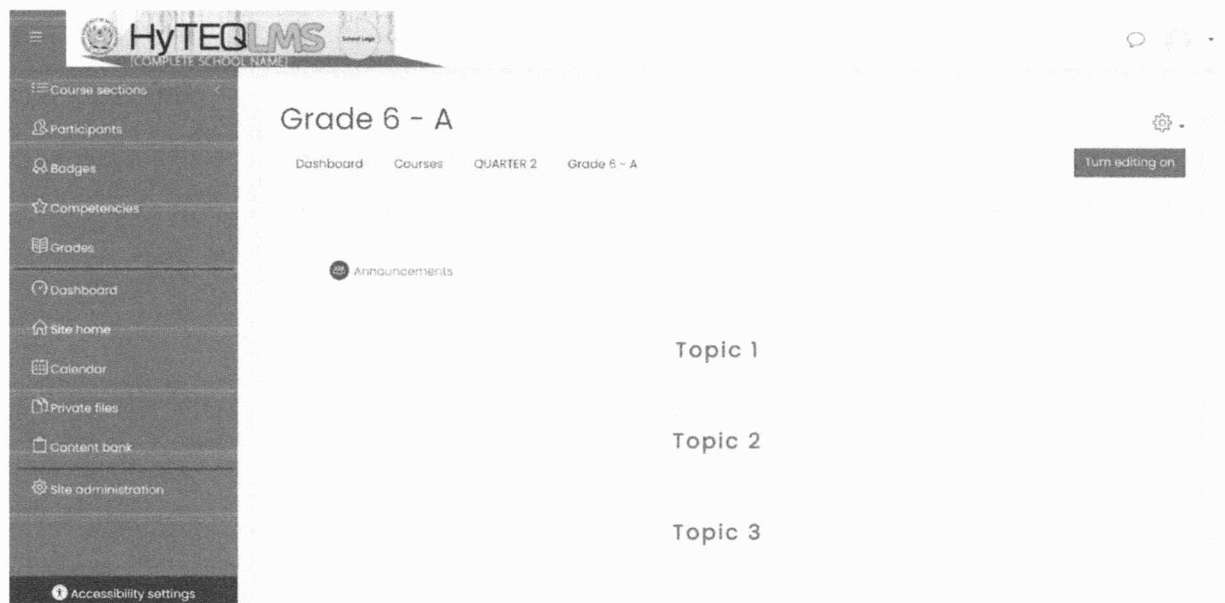
Continue

Enclosure 4. Importing from the Ready to Use LMS Course Package (on-premise LMS)

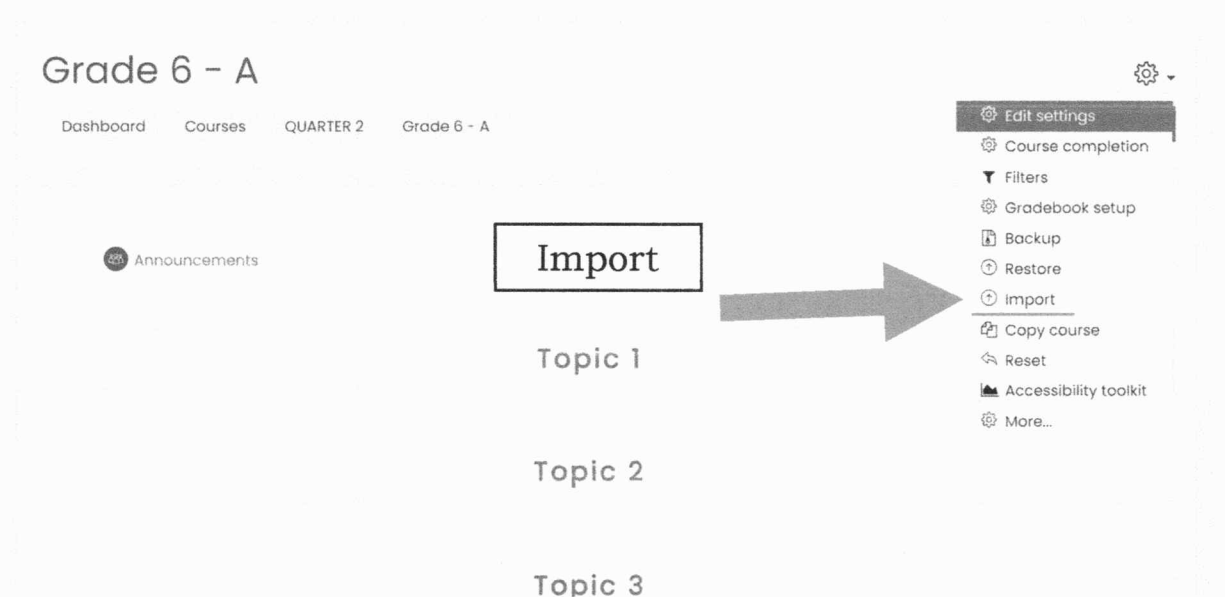
Who will do this process?

Teachers

1. Login to your School LMS.
2. Enter your course.



3. Click on the settings located on the upper right corner (gear icon) and select 'import'.



4. Find a course to import data from by searching keyword related to your course/grade level. Make sure the course is labeled with 'Ready to Use Regional LMS Course Package'.

Grade 6 - A

Dashboard Courses QUARTER 2 Grade 6 - A Import

1. Course selection ▶ 2. Initial settings ▶ 3. Schema settings ▶ 4. Confirmation and review ▶ 5. Perform import ▶ 6. Complete

Find a course to import data from:

Select a course Total courses: 2

| Course short name | Course full name |
|--|---|
| <input checked="" type="radio"/> Grade 6 - Q2 - Ready to Use Regional LMS Course Package | Grade 6 - Q2 - Ready to Use Regional LMS Course Package |
| <input type="radio"/> Grade 6 - A | Grade 6 - A |

grade 6 Search

Continue

5. Select the target course then click 'continue button'.

Grade 6 - A

Dashboard Courses QUARTER 2 Grade 6 - A Import

1. Course selection ▶ 2. Initial settings ▶ 3. Schema settings ▶ 4. Confirmation and review ▶ 5. Perform import ▶ 6. Complete

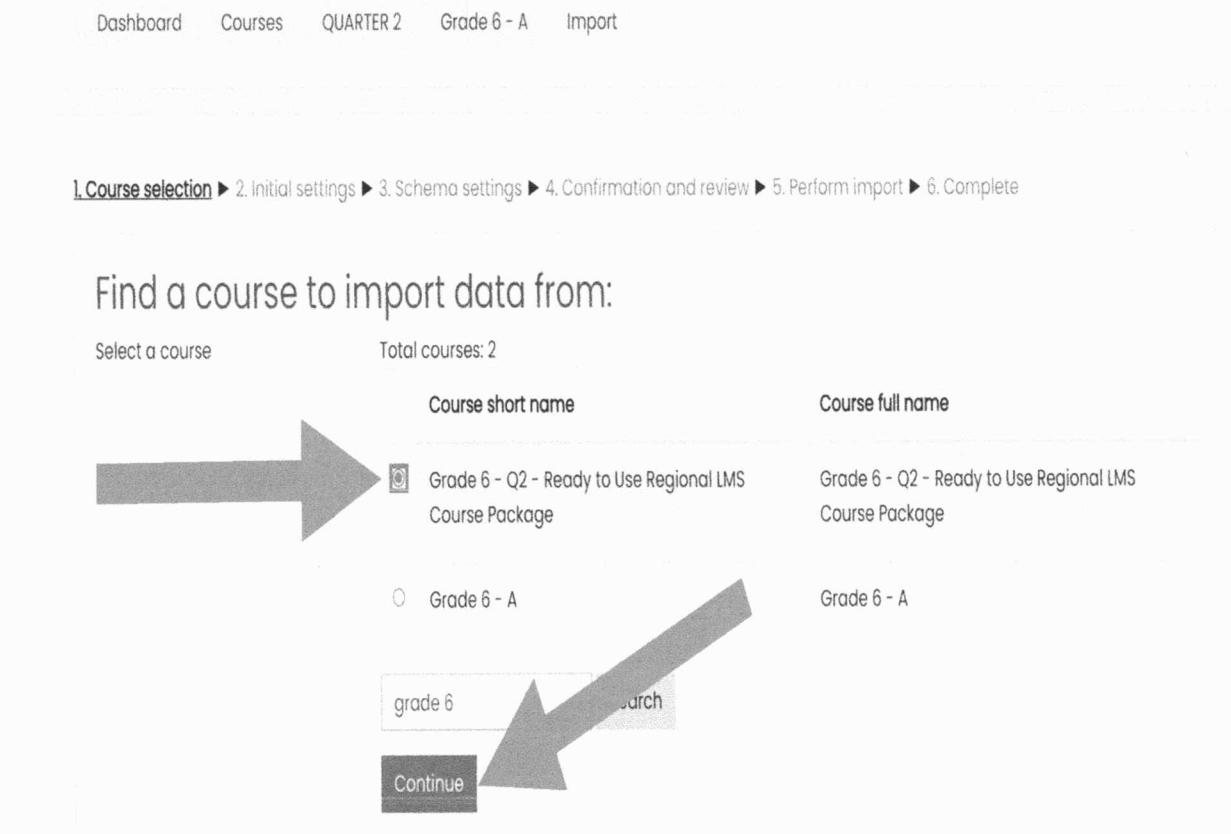
Find a course to import data from:

Select a course Total courses: 2

| Course short name | Course full name |
|--|---|
| <input checked="" type="radio"/> Grade 6 - Q2 - Ready to Use Regional LMS Course Package | Grade 6 - Q2 - Ready to Use Regional LMS Course Package |
| <input type="radio"/> Grade 6 - A | Grade 6 - A |

grade 6 Search

Continue

A screenshot of the course selection interface. A large grey arrow points from the left towards the selected radio button for 'Grade 6 - Q2 - Ready to Use Regional LMS Course Package'. Another large grey arrow points from the bottom right towards the 'Continue' button. The search input field contains 'grade 6' and the search button is labeled 'Search'.

6. Leave the checked fields then click 'Next'.

Include files

Include filters

Include calendar events

Include question bank

Include groups and groupings


Include competencies

Include custom fields

Include content bank content

Include legacy course files

[Jump to final step](#) [Cancel](#) [Next](#)



7. If you are importing for the first time, leave the checked contents then click 'Next' button. If not, you may choose the new contents you want to import.

[1. Course selection](#) ▶ [2. Initial settings](#) ▶ **3. Schema settings** ▶ [4. Confirmation and review](#) ▶ [5. Perform import](#) ▶ [6. Complete](#)

Include:

Select
All / None (Show type options)

General

Announcements

Filipino

Fil6_Q2_M1-Pagsagot sa mga Tanong Tungkol sa Talaa...


Fil6_Q2_M1-Pagsagot sa mga Tanong Tungkol Talaarawan at Anekdata

SCIENCE6_Q2_M6: ANIMALS, CHARACTERISTICS OF Vertebrates

SCIENCE6_Q2_M8: Written Quiz

SCIENCE6_Q2_M8: Performance Task

[Previous](#) [Cancel](#) [Next](#)



8. Confirm by clicking 'Perform import' button.

Animals: Characteristics of Vertebrates

Animals: Characteristics of Vertebrates

Animals: Characteristics of Vertebrates

Written Quiz

Performance Task

Previous Cancel Perform import

There are required fields in this form marked (i).

9. After successfully importing, you should see the quality assured contents in your course. You may now start with your class!

Grade 6 - A

Dashboard Courses QUARTER 2 Grade 6 - A Import

1. Course selection > 2. Initial settings > 3. Schema settings > 4. Confirmation and review > 5. Perform import > 6. Complete

Import complete. Click continue to return to the course.

Continue

Importing Ready to Use Regional LMS Course Packages for DepEd LMS users (Project HyTEQ Strategy 1,4,5)

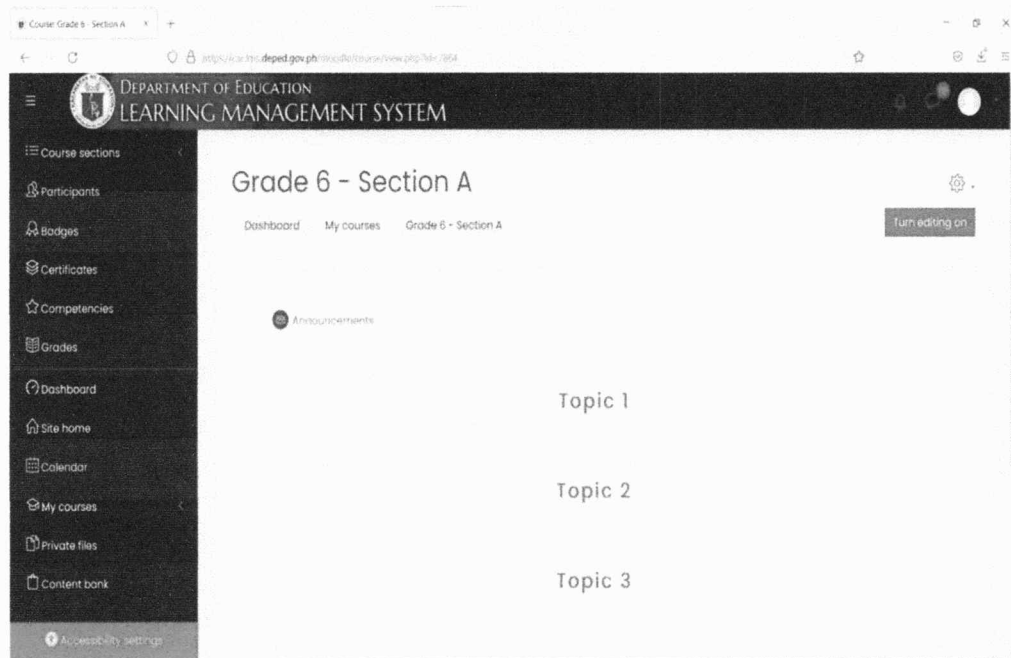
What you need?

1. Access to DepEd LMS
2. Assigned Course

Whose role?

- Teacher
- School ICT Coordinator
- Steps:
 1. Login to your DepEd LMS Account through car.lms.deped.gov.ph.

2. Enter your course.



3. Click on the settings located on the upper right corner (gear icon) and select 'import'.



4. Find a course to import data from by searching keyword related to your course/grade level. Make sure the course is labeled with 'Ready to Use Regional LMS Course Package'.

Grade 6 - Section A

[Dashboard](#) [My courses](#) [Grade 6 - Section A](#) [Import](#)


1. **Course selection** ▶ 2. Initial settings ▶ 3. Schema settings ▶ 4. Confirmation and review ▶ 5. Perform import ▶ 6. Complete

Find a course to import data from:

Select a course Total courses: 1

| Course short name | Course full name |
|--|---|
| <input type="radio"/> Grade 6 - Q2 - Regional LMS Course Package | Grade 6 - Q2 - Ready to Use Regional LMS Course Package |

Grade 6 - Q2




6. Leave the checked fields then click 'Next'.

1. [Course selection](#) ▶ 2. **Initial settings** ▶ 3. [Schema settings](#) ▶ 4. [Confirmation and review](#) ▶ 5. [Perform import](#) ▶ 6. [Complete](#)

Import settings

- Include activities and resources
- Include blocks
- Include files
- Include filters
- Include calendar events
- Include question bank
- Include groups and groupings
- Include competencies
- Include custom fields
- Include content bank content





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CORDILLERA ADMINISTRATIVE REGION

7. Leave the checked contents then click 'Next' button. If you are importing again to get new updates, you may only check the new contents.

Find a course to import data from:

Select a course Total courses: 1

| Course short name | Course full name |
|---|---|
| <input checked="" type="radio"/> Grade 6 - Q2 - Regional LMS Course Package | Grade 6 - Q2 - Ready to Use Regional LMS Course Package |

Grade 6 - Q2 Search

8. Confirm by clicking 'Perform import' button.

Karagdagang Gawain- Performance Task

Tayahin

There are required fields in this form marked .

9. After successfully importing, you should see the quality assured contents in your course. You may now start with your class!

1. Course selection ► 2. Initial settings ► 3. Schema settings ► 4. Confirmation and review ► 5. Perform import ► 6. Complete

Include:

Select
All / None (Show type options)

- General
- Announcement
- FILIPINO
- FIIE_Q2_M1-Pagsagot sa mga Tanang Tungkol sa Talaa
- EDUKASYON SA PAGPAPAKATAO
- ESP6Q2M2 - Edukasyon sa Pagpapakatao Ikalawang Mar.
- Edukasyon sa Pagpapakatao Ikalawang Markahan Modyul 2: Pagpapanatili Ng Mabuting Pakikipagkalinangan
- Karagdagang Gawain- Performance Task
- Tayahin



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 WANGAL, LA TRINIDAD, BENGUET

Enclosure 5. Monitoring and Technical Assistance for PROJECT HYTEQ

Name of Project: **PROJECT HYTEQ** Name of School: _____ HYTEQ Recipient: Yes _____ No _____

District _____ SDO: _____ Name of School Head: _____ Total No. of Teachers: _____

| ACTIVITY IMPLEMENTATION | Yes | No | Possible MOVs | Findings | TA /Action Taken | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---------------|-----------------|--|---|------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| 1. Had started implementing Project HyTEQ? If yes, when did you start? _____ | | | Learners' Outputs, Assessment results in the LMS | Reasons for not starting the LMS class? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. If yes, what grade levels/learning areas are already utilizing the LMS Course Packages? How many teachers and learners? <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 15%;">Grade Level</th> <th style="width: 15%;">Learning Area</th> <th style="width: 15%;">No. of Learners</th> <th style="width: 15%;">No. of Teachers</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> | Grade Level | Learning Area | No. of Learners | No. of Teachers | | | | | | | | | | | | | | | | | | | | | | | | | | | Learners' Outputs Teachers' Records/Reports | | |
| Grade Level | Learning Area | No. of Learners | No. of Teachers | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| ACTIVITY IMPLEMENTATION | Yes | No | Possible MOVs | Findings | TA /Action Taken |
|--|-----|----|---|----------|------------------|
| <p>3. Availability of Gadgets used in the LMS Course Packages</p> <p>Sources: No. of tablets, desktop, laptop</p> <p>. Project HyTeQ <input type="text"/> <input type="text"/> <input type="text"/></p> <p> Date Received: <input type="text"/> <input type="text"/> <input type="text"/></p> <hr/> <p>. LGU <input type="text"/> <input type="text"/> <input type="text"/></p> <p> Date Received: <input type="text"/> <input type="text"/> <input type="text"/></p> <hr/> <p>.Others; pls specify <input type="text"/> <input type="text"/> <input type="text"/></p> <p> Date Received: <input type="text"/> <input type="text"/> <input type="text"/></p> <hr/> <p> Date Received: <input type="text"/> <input type="text"/> <input type="text"/></p> <hr/> | | | <p>List of available gadgets</p> <p>Acknowledgement Receipt for donations from stakeholders</p> | | |
| <p>4. How many teachers were trained on LMS? (Region, Division, District or School level)</p> <p>Development & Evaluation: <input type="text"/> out of <input type="text"/></p> <p>LMS Utilization: <input type="text"/> out of <input type="text"/></p> | | | <p>Certificates</p> | | |
| <p>5. The learners are more engaged in accomplishing the course packages using the LMS as compared to the printed modules.</p> | | | <p>Learners' participation</p> <p>Learners' outputs</p> | | |
| <p>6. Learners' Performance: Write the no. in the box.</p> <p style="text-align: center;">No. of Learners</p> <p>90 -100 ⇨ <input type="text"/> 80-85 ⇨ <input type="text"/> 75-79 ⇨ <input type="text"/></p> <p>85-89 ⇨ <input type="text"/> Below 75 ⇨ <input type="text"/></p> | | | <p>Class Record</p> <p>LMS Learners'</p> <p>Rating</p> | | |

| ACTIVITY IMPLEMENTATION | Yes | No | Possible MOVs | Findings | TA /Action Taken |
|--|-----|----|---|----------|------------------|
| 7. Parents were oriented on the Project HyTeQ and agreed on the mechanisms and policies of the project. | | | Attendance log of parents Minutes of Meeting | | |
| 8. Conducts appropriate interventions to potential failures. What are the approaches/strategies you employed for learners at risks under the Project HyTeQ? _____ _____ _____ _____ | | | List of learners given interventions Activity Report | | |
| 9. Other Impacts/Benefits gained from the implementation of Project HyTeQ? | | | | | |
| METHODOLOGIES/MECHANICS AND PROCESSES | | | | | |
| Ocular inspection, document review, interview, actual observation and other modes of data gathering will be used in conducting the monitoring and evaluation as basis for technical assistance. | | | | | |

Monitored by:

EPS

Conforme:

Date

Name over signature of School Head

Approved:

ROSITA C. AGNASI
OIC, CLMD