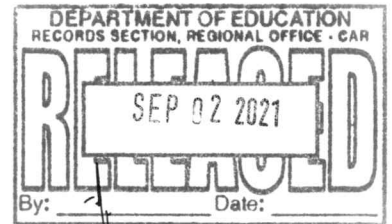




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
Wangal, La Trinidad, Benguet



May 18, 2021

**REGIONAL MEMORANDUM**

No. 379.2021

**GUIDELINES ON THE UTILIZATION OF TEXT-BASED SHIELD NAVIGATION  
TAB IN THE DEPED-CAR WEBSITE**

TO: OIC-Assistant Regional Director  
Schools Division Superintendents  
All Schools Division Offices  
All Others Concerned

1. Pursuant to the Basic Education Learning Continuity Plan (BE-LCP) and ensuring the continuity of learning in the education amidst COVID-19 pandemic, the Regional Office through the Curriculum and Learning Management Division-Learning Resource Management Section (CLMD-LRMS) releases the enclosed guidelines on the utilization of Text-Based SHIELD (Support and Help Initiatives of Educators on Learning Delivery).
2. This policy shall guide the Education Program Supervisors, Public Schools District Supervisors, School Heads and Teachers for efficient access to quality assured and ready to print self-learning modules that will support learning delivery.
3. This policy shall take effect immediately upon approval
4. For information, guidance and compliance of all concerned.

**ESTELA L. CARIÑO EdD, CESO III**  
Director IV/Regional Director

CLMD/CFM/rca



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**I. Rationale**

Pursuant to DepED Order No. 12, s. 2020 on the Adoption of the Basic Education Learning Continuity Plan (BE-LCP), Text-Based SHIELD (Support and Help Initiatives of Educators for Learning Delivery) was conceptualized to address efficient access to quality assured learning resources not only during this distance learning delivery but even when face to face classes will be authorized.

With the experiences, documentation, and surveys conducted on how and where teachers access learning resources, it is evident that there are a lot of challenges encountered. The tedious process of downloading resources results to teachers accessing resources from other platforms. Other teachers experience confusion on where to download quality assured contextualized learning resources for use in teaching and learning.

Thus, to continuously provide assistance and support to learners, parents and teachers, the Curriculum and Learning Management Division - Learning Resources Management Development Section (CLMD-LRMDS) created a navigation tab in the DepEd-CAR Website coined as the **Text-Based SHIELD** in CAR. This navigation tab will serve as the centralized access point of text-based learning resources where teachers can easily access quality assured and contextualized learning resources.

Aside from being a centralized access point, the Text-Based SHIELD also serves as a contextualized mechanism of the LR portal and systematically provides a repository of quality assured learning resources.

**II. Scope of the Policy**

This policy has been crafted to ensure clarity in the purpose and efficiency in the use of the Text-Based SHIELD, as a contextualized mechanism for easy access of uploaded quality assured learning resources. Moreover, the enclosure sets and illustrates definite steps in navigating through the content of this access point. This does not contradict any DepED-issued communication or guidelines.

Specifically, the target clientele of this mechanism are all teaching and non-teaching personnel in public elementary and secondary schools in DepED-CAR who deliver basic education among learners from Kindergarten to Grade 12.

The private schools may adapt this policy if deemed necessary.



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### III. Definition of Terms

For clarity in this Guidelines, the following terms are defined as follows:

- a. **Distance Learning** is the mode of learning in which classes are conducted by correspondence or over the internet, without the students needing to attend school physically.
- b. **Learning Delivery** is the transfer of skills and knowledge and the promotion of professional attitudes in order to facilitate learning and development.
- c. **Learning Resources** are any text-based (print or non-print) or non-text-based material aligned with the K to 12 curriculum used as primary bases or supplements to the teaching and learning processes.
- d. **Navigation Tab** is a common design features for all websites (DepED-CAR website) where users can browse content without reloading the page.
- e. **Ready to print materials** are learning materials that are quality assured and are ready for mass printing to be distributed to learners.
- f. **Self-Learning Modules (SLMs)** are self-contained, self-instructional, self-paced, and interactive learning resources for public schools intended for learning a specific topic or lesson where the learner interacts actively with the instructional materials rather than reading the material passively. SLMs become an ideal learning resource and therefore a priority in remote or distance learning where the teacher is unable to provide the constant instructional supervision and guidance in a classroom setting.

### IV. Policy Statement

The guidelines set here adhere to the principle that teachers are empowered to use technology to supplement learning delivery and to provide quality assured learning resources to learners. To achieve this, all officials and personnel from the regional, division, districts and schools are encouraged to utilize the Text-based SHIELD navigation tab in the DepED-CAR website to ensure continuous access to learning resources.



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**V. Procedures, Roles, and Responsibilities**

**A. Parts and Functions of Text-Based SHIELD Navigation tab**

**1. Home Page**

This is the introductory page of the Text-Based SHIELD that guides the users to find the contents that can be explored and accessed in the text-based SHIELD.

**2. Directory Page**

This is one of the icons in the homepage where users see the DepED-CAR officials engaged in the text-based SHIELD whom they can contact if there are clarifications regarding the navigation tab.

**3. About Page**

This is one of the icons in the home page that gives information, the purpose, and the creation of the text-based SHIELD.

**4. Buttons**

These are the icons that guide the users on what to click in order to access the resources that they need from the text-based SHIELD which are composed of the following:

- a. Self-Learning Modules – this icon will lead to efficient access to Self-learning modules aligned with the Most Essential Learning Competencies (MELCs), categorized under Quarters 1, 2, 3, 4. Access to resources for Special Education and Alternative Learning System are made efficient through this button. As basic reference to SLMs, the MELCs across learning areas from Kindergarten to grade 12 are also provided here.
- b. DepED-CAR Illustrations –Illustrations developed by CAR illustrators and quality assured within the region are provided for access of teachers to be used in the teaching-learning process and in developing learning resources.
- c. Learning Resource Issuances – this is the icon where Regional Memoranda related to Learning Resources are accessed.
- d. Quality Assurance Processes and Tools – to give guidance to the users on the quality assurance process of locally developed learning resources which includes the quality assurance tools to be used at the division level and at the regional level, this button shall be helpful.
- e. Learning Curriculum Guides –Access button for curriculum guides from K to 12.
- f. Archives –Presentations during webinars and workshops related to teaching and learning and to the development of learning resources.



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- g. Educational Videos – This is where users may be able to access educational videos from the canned videos of DepED TV and Knowledge Channel that serve as supplemental learning resources.
- h. Other Learning Resources – This icon leads to all the learning resources developed by the eight SDOs that passed quality assurance at the Regional Level.

**5. Disclaimer**

This includes the statement intended to delimit the scope of obligations that may be exercised and enforced by DepED as regards the utilization of Text-Based SHIELD.

**B. Features**

To efficiently implement this mechanism, the following shall provide guidance:

1. Text-Based SHIELD is to be utilized for educational purposes only and not for commercial intentions. Non-compliance shall be ground for reprimand.
2. Learning resources uploaded through this mechanism are composed of Self-learning modules, Educational videos, Most Essential Learning Competencies, Curriculum Guides, and other quality assured print and non-print teaching-learning resources.
3. Self-learning modules uploaded in this access point are based on the Most Essential Learning Competencies.
4. Only Central Office and Regional Office reviewed or quality assured learning resources are uploaded through this mechanism.
5. Prior to SLM access, a quick survey must be accomplished. This will be efficient in monitoring the profile and data pertinent to TBSHIELD users.
6. Use of this mechanism does not limit the SDOs from accessing other sources, especially considering their context and the completeness of uploaded resources in the TBSHIELD. However, SDOs need to ensure that resources accessed from other sources must comply with quality assurance standards.
7. Learning resources uploaded through this mechanism may be utilized to support teaching and learning delivery even when face-to-face classes shall be authorized, especially during crisis situations when learners may be required to stay home for a longer period of time. Moreover, blended learning would probably be one of the learning delivery options highly considered in the future, hence the use of quality assured learning resources is a necessity.



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**C. Roles and Responsibilities across Governance Levels**

Implementation of the components is undertaken across governance levels as enumerated:

1. The Regional Office, through the Curriculum and Learning Management Division (CLMD), in coordination with the Information and Communication Technology Unit (ICTU), shall advocate, monitor, and provide technical assistance on the implementation of this mechanism and ensure that its objectives are efficiently attained by all Schools Division Offices (SDOs).
2. The Schools Division Offices, through the Curriculum Implementation Division (CID), CID-Learning Resources Unit, in coordination with the SDO ICTU are enjoined to advocate and provide technical assistance to schools on the use of the Text-based SHIELD.
3. Schools, through the school heads, are enjoined to supervise, monitor, and ensure access of quality assured learning resources through the Text-based SHIELD as support to distance learning delivery.

**VI. Monitoring and Evaluation**

The Regional Office, through the CLMD in coordination with ICTU shall monitor the extent of teachers' access to the TBSHIELD through accomplishment of the Quick Survey and Feedback Mechanisms embedded in the system. These online tools shall track users and gather comments and suggestions for improvement. Validation of feedback shall be done through virtual Kumustahan and onsite visit. Result of monitoring and evaluation shall be reported to the Policy, Planning, Research Division and Quality Assurance Division.

**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. Regional Memorandum No. 315, s. 2019 (Guideline in the use of Redefined Technology as Leverage to LRMDs Processes in CAR);
3. DepEd Order No. 18, s. 2020 (Policy Guidelines for the Provision of Learning Resources in the Implementation of Basic Education Learning Continuity Plan);



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4. DepEd Order No. 1, s. 2021 (Guidelines on the Evaluation of Self-Learning Modules for Quarters 3 and 4 for School Year 2020-2021);
5. DepEd Order No. 30, s. 2019 (The Department of Education Manual of Styles); and
6. DepEd Order No. 13, s. 2015 (Establishment of a Policy Development process at the Department of Education).

**VIII. Effectively**

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

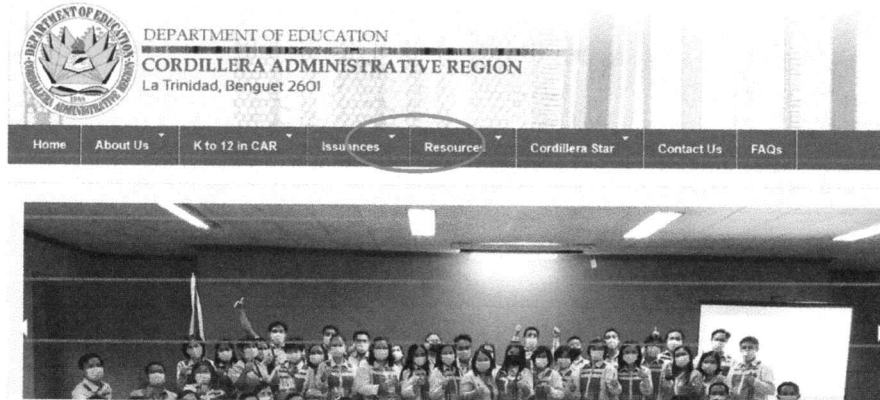


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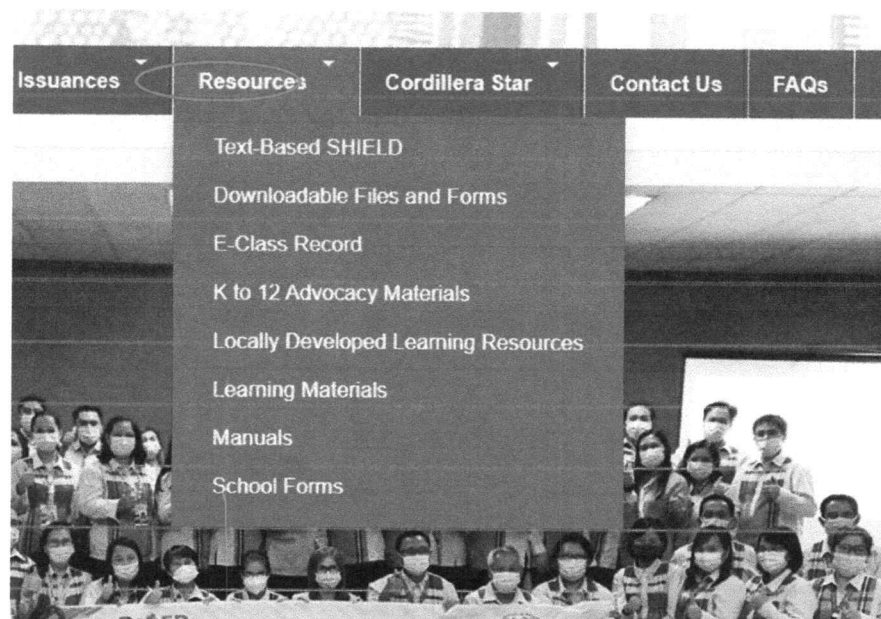
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**Enclosure 1:** Step-by-step guide in the use of the Text-Based SHIELD navigation tab:

1. Go to <https://www.depedcar>.
2. In the homepage, move the cursor and point menu “Resources”. A dropdown list will appear upon pointing the menu.



3. In the dropdown list, click the “Text-Based SHIELD”.

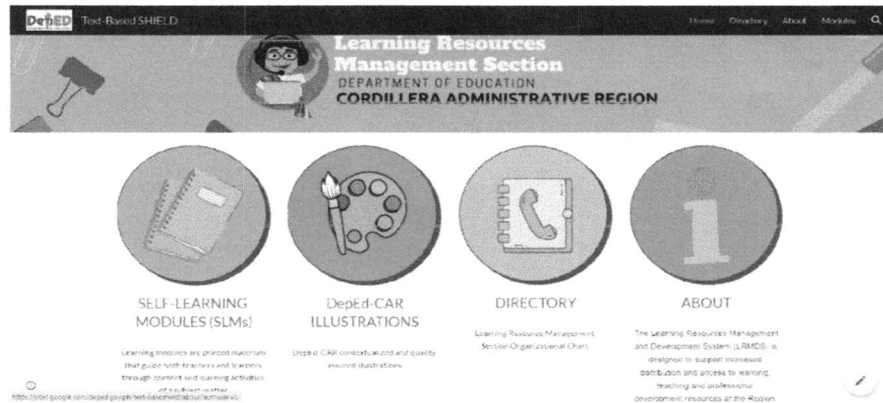




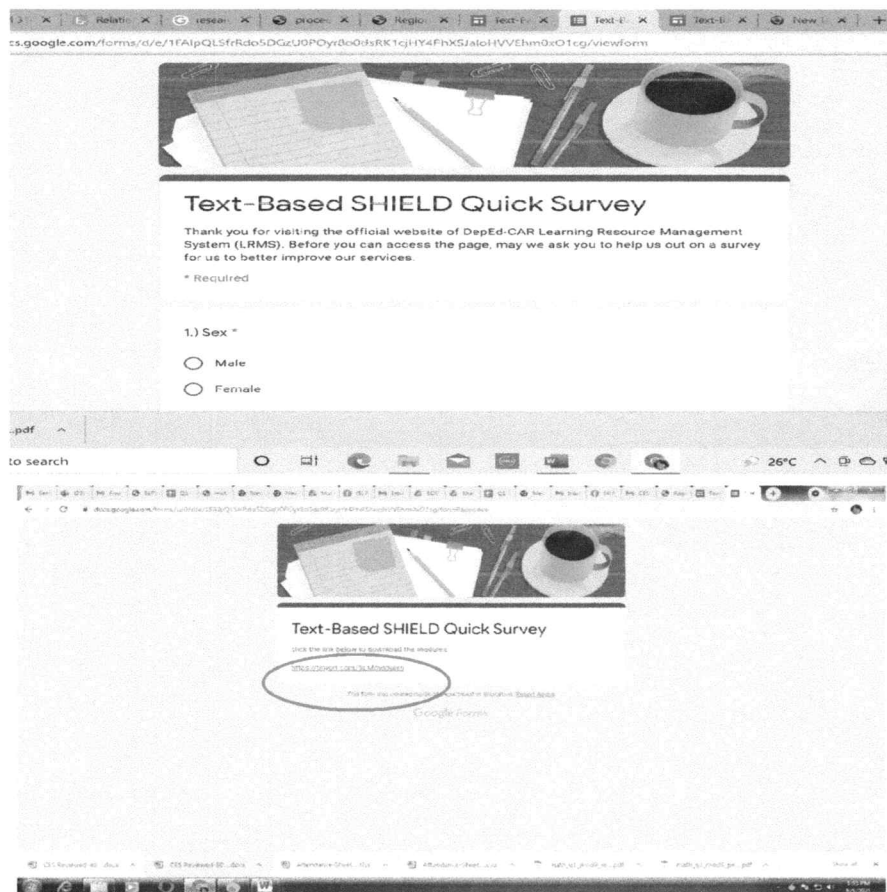


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- Icons of materials shall appear where you can choose and click to access the resources.



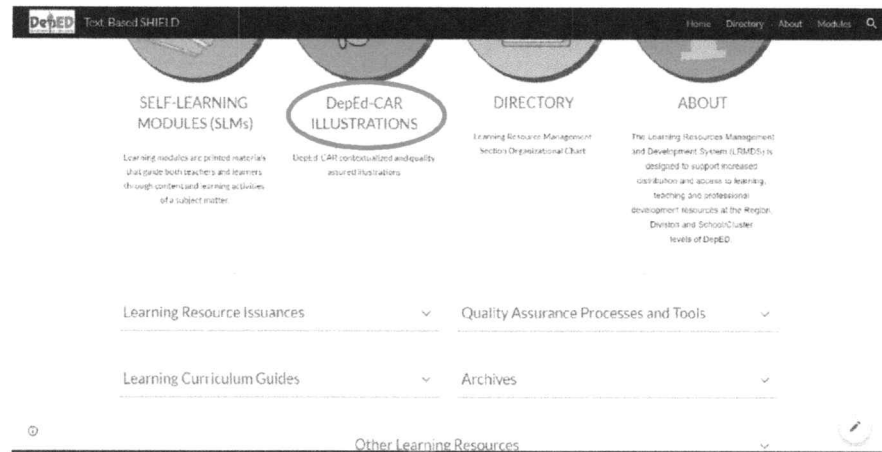
- To access the resources on the icons you chose in step 4, you are required to accomplish the text-based SHIELD survey form by ticking the bubbles consistent with your profile.





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6. To view or download illustrations for developing SLMs, click the “DepED-CAR illustrations” where you can choose appropriate illustrations developed by DepED-CAR illustrators.



7. To download or view Self-Learning Modules, click the icon of Self-Learning Modules.

