




Republic of the Philippines
Department of Education
Region XII
Division of Sarangani
Alabel



DIVISION MEMORANDUM
NO. 119 s. 2015

To : District Supervisors/ District –In-Charge
Principals/School Heads
Both Public Elementary and Secondary Schools

From : 
ISAGANI S. DELA CRUZ, CESO V
Schools Division Superintendent

Subject : Summer Catch-up Program

Date : April 6, 2015

1. In support to the Alternative Delivery Mode (ADM) Program, the Department of Education Division of Sarangani will continue the Summer Catch-Up Program in public elementary and secondary schools.
2. Summer Catch-Up Program is a Division initiative to cater the following:
 - a. Summer Reading Camp
 - b. Review for PEPT for the over-aged pupils and students
 - c. Summer Class for Dropped –Outs
 - d. Summer Class for students who have failures or retained
 - e. Kindergarten Catch-Up(Grade 1 entrants with no Kindergarten)
 - f. Review for A & E in elementary and secondary
 - g. Enhancement activities for academic and extra-curricular program recognized by DepEd such as Journalism, Mathematics English, Science, Sports and other activities.
3. The catch-up program will start on April 13, 2015 to May 31, 2015 onward to cover the number of hours prescribed in the modular class for dropped–outs and students with failures. While the Summer Reading Camp, review of PEPT and A & E will start on April 20,2015 to May 11,2015
4. To ensure the effectiveness of the program, school heads are advised to follow the guidelines.
5. Enclosure number 1 is the guidelines in Summer Reading Camp and enclosure number 2 is the guidelines in Catch-Up Program.
6. Travel to and from of the participants and other incidental expenses will be charged against local funds subject to usual accounting and auditing procedures
7. Immediate dissemination of this Memorandum to all concerned is desired.

SUMMER CATCH-UP PROGRAM

Program Description

The Division of Sarangani Catch-Up Program as an Alternative Delivery Mode caters to learners who are unable to attend the regular class program due to physical impairment, work financial difficulties, distance of home to school and other justifiable and legitimate reasons. Recipients of this program are categorized into Kindergarten, Elementary pupils, Secondary students and ALS/Abot –Alam learners. This program does not limit to learning reinforcement only but covers also the enhancement program to all subject areas and academics' extra-curricular activities.

1. Kindergarten Catch-Up Education Program is an education intervention for children five (5) year old and above who do not have access to preparatory schools or day care centers and those who live under difficult circumstances.
2. Elementary Catch-Up Education Program helps pupils who are enrolled but they are habitual or seasonal absentees. Some pupils are also chronically – ill and some others are engaged in earning a living to augment family income. This program will cater school leavers, those with failing grades, dropped- outs and also to those pupils who are over-age to take the Philippine Educational Placement Test (PEPT) in order to mainstream them to the grade/year level based on their age.
3. *Summer Reading Camp* is the intervention to address those who have weak fluency and have difficulty to comprehend advanced texts. These programs focus on teaching students explicit reading comprehension strategies and to give them the opportunities to apply these new skills for the opening of classes. This program will cater all frustration readers from grades three to grade eight.
4. Secondary Catch-Up Program helps all students to finish high school through the use of modules. The delivery of this service will vary according to the specific need of the students like those with failing grades, those who are school leavers or drop-outs due to varied reasons and those who are over-age. In the over-aged group, this will seriously focus on the review on all subject areas in preparation for the Philippine Educational Placement Test (PEPT).
5. Interventions/activities that enhance the academic skills of pupils/students in the different subject areas and extra-curricular activities like journalism, sports, research, and arts.
6. Abot-Alam/ALS learner's summer intervention focuses on the review of Acceleration and Equivalency Test to assist the ALS learners improve the passing rate of A & E.

Objectives:

1. It aims to provide access to alternative educational programs for all children five year old and above who have not attended kindergarten because they do not have access to public schools or day care centers and/or they may be experiencing difficult circumstances.
2. Provides potential school leavers or pupils at risk of dropping out to finish elementary grade.
3. Increase the percentage of PEPT and A & E passers.
4. Provides technical assistance to pupils/students who belong to frustration level in reading skills.
5. Encourage those high school drop-outs or students with failing grades to continue schooling.
Reduces high school drop-outs and increases participation rate.

Increase achievement rate through quality distance education.

Components of the Program

1. Planning Mechanics
 - a. The Division office conducted Conference with School principals and their Guidance Counselors. They are asked to do some school mapping, home visitation and parents' encounter. After which, parents are asked to sign the contract on their willingness to send their children to summer catch-up classes. School Heads are asked to submit their Alternative Delivery Mode Action Plan.
 - b. Identification of qualified enrollees. A template is prepared. This include information of the name of pupils/students, grade/year level, category/module to be used, time frame/no. of days, name of teacher who will handle/teach, expected output, budgetary requirements, sources of funds.
2. Program Implementation – to ensure the effectivity, school heads organize and orient all members of the community like the teaching staff, barangay local officials, parents, and non-government officials on the implementation of the Catch-Up program. The school head will provide clear roles and responsibilities of everyone involved in all this program activities. Articulate the resource-sharing arrangements like the DepEd will take charge of the instructional materials thru school MOOE, while others may take charge of the feeding program and other needs of the children.
3. The Scheme of this program are the following:
 - a. Teachers will teach the learners six hours per day for the whole summer or may extend for more days to compensate the number of hours required to finish the module for dropped out and with failures.
 - b. The school may follow the PHIL-IRI tool to address the pupil's weaknesses in reading or may devise/ innovate/contextualize interventions to address the reading problem of each pupils.
 - c. All subject teachers in elementary and secondary are encouraged to conduct review of PEPT and A & E classes.
 - d. Teachers will be given 15 days service credits
 - e. All teachers will have their catch-up aide. The aide will help them prepare their instructional materials and meals for those schools that have feeding program.
 - f. School Heads are required to report to their respective stations to support the teachers.
 - g. Each class has 20 to 30 learners only. For Kinder, we have home-based and community-based children.
 - h. Teachers will use the eight Week Kinder Summer Curriculum for Kindergarten, modules in e-IMPACT for grades 1-3 , MISOSA modules for grades 4-6 and EASE modules for the Secondary, corresponding to the hours required by the ADM modular class.
 - i. Division supervisors and school heads are require to orient the parents and the pupils.
 - j. District heads are asked to support their school heads and teachers. They are also asked to monitor the Catch-Up classes in their district.
 - k. Division Monitoring Supervisors must report problems met to address whatever hindrances encountered. Technical /Instructional assistance is provided to the teachers to ensure that all materials and supplies are adequate.
4. **Assessment Scheme are the following:**
 - a. All qualified learners must have finished all modules required.
 - b. They have to pass quizzes, performance –based outputs and examinations at the end of the Summer Catch-Up Program.

- c. If a pupil/student had passed the said assessment, he/she will be accelerated to the next grade level.
- d. If he/she could not make it, he/she will take the special NEPT which will be scheduled sometime in June.
- e. Moreover, if he/she can pass the NEPT, yet they are over-aged in their grade level, they are advised to take the Philippine Educational Placement Test.
- f. The regular Elementary and Secondary grading system is used in assessing the learner's performance.

5. Evaluation

Progress monitoring and evaluation shall be conducted to see its impact in terms of participation rate and to the over-all performance indicators.

6. Steps

The activity below shall be followed by each school that would implement Summer- Catch Program.

The Activity Matrix

Activity	Target Date
Orientation Meeting with School Heads & Guidance Counselors	
School Mapping / Home Visitation/ Parents' Encounter	
Signing of Parents Consent to send their children in Catch-Up classes	
Submission of the list of qualified enrollee	
Identification of teachers who will handle pupil/student with special needs	
Submission of the Letter Intent to the Division	
Preparations of the Lesson Guides	
Seek Confirmation of Stakeholder's support	
Summer Classes Begin	
Assessment of pupils/students performance	
Philippine Educational Placement Test	
A& E Test	
Assessment on the Reading Readiness	

Evaluation

To ensure effectiveness on the implementation of the Summer Catch-Up Program, the Division Supervisor/Monitoring Team are asked;

1. to conduct close monitoring as well as provide technical assistance to the needs of the implementing schools.
2. to gather feedbacks of concerned learner/s, teacher/s, school principal, implementing schools as basis for planning, improvement and/or policy formulation.
3. to submit required consolidated reports to the Regional Office.

Policy and Guidelines on the Implementation of the Kindergarten Catch-Up Education Program (DepEd Order No. 11, s. 2014)

A. Target Children

1. No specific number of pupils as long as all five year old children and above who have not attended or completed kindergarten classes with in the community.

B. Program Implementation

1. Orientation of the Kindergarten Catch Up Program Teachers
2. Submission of reports.

Before the implementation

District	School	Teacher	Schedule of classes -3 hours a day -6 hours a day	Mode of delivery -school based - Community based -home based	Enrolment		
					male	female	Total

After the implementation

District	School	Teacher	Schedule of classes -3 hours a day -6 hours a day	Mode of delivery -school based - Community based -home based	Enrolment			Number of completers
					male	female	Total	

3. Schedule of the catch up program Implementation will start on April 15, 2015 and end on May 22, 2015
4. Schools shall issue a certificate for those children who completed this Kindergarten Catch-Up Program.

C. Program Classes Delivery Modes

The following Kindergarten Catch-Up Education Program (KCEP) modes can be adapted on the children's nearest area:

1. School-based classes
2. Home-based/community based

D. Support for the KCEP

1. Schools will provide assistance in terms of contingency needs of the teachers/facilitators e.g. basic supplies and instructional materials.
2. Modified KCEP Curriculum from Save the Children
3. Reproduction of the Eight Week Curriculum/Modified KCEP Curriculum if needed.
4. Grant of 15 days service credits to teachers who served the KCEP

E. Monitoring and Evaluation

1. EPS-1/PSDS/Principals/District Kindergarten Coordinators will conduct close monitoring as well as provide technical assistance and gather feedbacks as basis for planning improvement and policy formulation.
2. Checklist for the monitoring and evaluation will be uploaded on the website.

Requirements in the submission of reports

1. Narrative report of accomplishments with pictures
 2. Statistical reports on the following:
 - Number of pupils/students per class
 - Number of teachers who serve
 - Number of stakeholders/parents involve
 3. Success stories on the conduct of the catch-up program
 4. Letter of request of Service Credits from the school heads reflecting the number of hours that the teachers rendered their service for the Special Order (SO)
- 3 copies of form 48 (Daily Time Record)