

Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City

DIVISION MEMORANDUM NO. 331 S. 2015

TO: The Director
Polytechnic College of Davao del Sur
Sunday High School Program

FROM: *[Signature]*
DEE D. SILVA, DPA, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge

SUBJECT: REITERATING MORATORIUM IN THE OPENING OF ADDITIONAL
PUBLIC AND PRIVATE SUNDAY HIGH SCHOOLS (SHS), RENAMING
OF SHS AND APPLYING FOR ACCREDITATION IN THE MODIFIED
WORK AND STUDY PROGRAM

DATE: November 19, 2015

1. Pursuant to DepEd Order No. 54 s. 2012 entitled "Policy Guidelines on the Implementation of Alternative Delivery Modes(ADMs), it is advised that all Sunday High Schools (SHS) Program implementing schools shall observe the attached Regional Policy on Modified Work and Study Program and apply for Accreditation for Modified Work and Study Program on or before December 18, 2015.
2. It is also reiterated by the Regional Office that Regional Memorandum No. 75, s. 2008 entitled "Moratorium in the Opening of Sunday High School" is still enforced and that beyond "September 30, 2008 ,no more additional schools shall offer SHS Program:
3. Enclosed is a copy of the Policy on Modified Work and Study Program.
4. Immediate dissemination of this memorandum is desired.



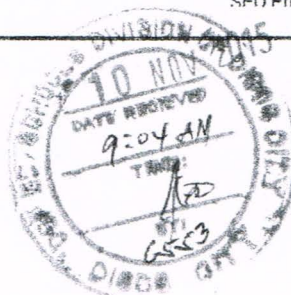


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November 2, 2015

REGIONAL MEMORANDUM
No. 191 s. 2015

**REITERATING MORATORIUM IN THE OPENING OF ADDITIONAL PUBLIC
AND PRIVATE SUNDAY HIGH SCHOOLS (SHS), RENAMING OF SHS
AND APPLYING FOR ACCREDITATION IN THE MODIFIED
WORK AND STUDY PROGRAM**

**TO : Schools Division Superintendents
Chiefs, Curriculum Instruction Division**

1. In pursuance to the **DepED Order No. 54, s. 2012** entitled "**Policy Guidelines on the Implementation of Alternative Delivery Modes (ADMs)**", this Office advises all **Sunday High School (SHS) Program** implementing schools to observe the attached **Regional Policy on Modified Work and Study Program** particularly on **Renaming the SHS program** and **Applying for Accreditation for Modified Work and Study Program** on or before **December 18, 2015**.

2. This Office reiterates that **Regional Memorandum No. 75, s. 2008** entitled "**Moratorium in the Opening of Sunday High School**" is still enforced that beyond **September 30, 2008** no more additional schools to offer **SHS Program**.

3. Immediate and wide dissemination of this Memorandum to all concerned is desired.

ATTY. ALBERTO T. ESCOBARTE, CESO IV
Regional Director

Incl. : As Stated

Reference : DepED Memorandum No 20, s. 2012
DepED Order No. 54, s. 2012

**ACCREDITATION
CURRICULUM
POLICIES
SCHOOLS
SPECIAL PROGRAMS**

ROC1/jgv

11-24-15



POLICY ON MODIFIED WORK AND STUDY PROGRAM **(Formerly Sunday High School Program of DepED Region XI)**

Rationale :

The Department of Education Regional Office XI had conceptualized an innovative learning system to address the challenges of the Education for All (EFA) and the United Nations Educational, Scientific, and Cultural Organization (UNESCO) particularly on provision of access and quality basic education to its learners through the **Sunday High School (SHS) Program**. The said program had started in School Year 1980-1981 as an offshoot of the Scholarship on **Modular and Distance Education of Secondary Schools in Australia** by former Assistant Regional Director Felix T. Villarin of DepED RO XI in school year 1978-1979.

The SHS Program in Region XI was initially introduced at Rizal Memorial Colleges, Davao City in SY 1980-1981 with Government Permit No. 01, s. 1980 and Government Recognition No. 28, s. 1985. In this modality, students have their 5-day modular program and a one-day face-to-face contact on weekends, of which Sunday is the most preferred day of the students. Thus, **Sunday High School Program** was adopted. Years later, thousands came in and most of them were out-of-school youth (OSY), farmers, machine workers, janitors, housewives, public utility workers, and working students. The SHS program provides opportunity to individuals who are working from Monday to Saturday and can hardly find time to attend regular classes. With this program the working students are afforded basic knowledge, skills and values that will allow them to improve their quality of life.

In the first year of operation, the SHS program enrolled some 300 students who met their teachers every Sunday. Later, the increment was quadruple due and has answered the Davao City dropout rate of 6.4% out of 40,181 enrolment. The primary reason is poverty and another is transfer of residence or assignment of parents. The same reason is true with elementary school graduates who have not continued their studies in the high school. Private high schools which made a survey in their own barangay and district saw the need to open a program for the out-of-school youths. That's why the SHS program was expanded to other private schools with Government Recognition to offer secondary program in SY 1993-1994.

Further, the program answers the thirst of the increasing out-of-school youths to finish secondary education. The delivery of education is not hampered. The Office has formulated its policy for the Sunday High School. For instance, the module per subject area should first be approved by the DepEd RO before the issuance of a government permit to operate. The module serves as a workbook for the students. They study this in their own free time and reports to school the whole day of Sunday for discussion, testing, deepening, and enrichment activities.

The SHS program has followed the Philippine Basic Education Curriculum since its conception and now the Enhanced Basic Education Act of 2013 or the K to 12 Basic Education Program. Like the regular high school, it is included in the **regional assessment test** and **classes are monitored by the regional supervisors**. The SHS program students can finish the course in four years.

In School Year 1993 – 94, the offering of SHS program was opened to those interested schools in the Region XI. Until by virtue of a **Regional Memorandum No. 75, s. 2015** on August 14, 2008, former Regional Director Susana Teresa B. Estigoy had issued a **Moratorium in the Opening of Additional Sunday High Schools effective School Year 2009-2010**. Currently, the region has a total of 38 public and private schools. Offering the program (**refer to Annex A**)

Objectives of the SHS Program :

1. To provide basic knowledge and skills in secondary education.
2. To inculcate patriotism, nationalism, and pride of one's country and culture.
3. To improve quality of life in the eco-social, cultural and political aspect.
4. To provide opportunities to participate in the development of the spiritual, moral and the valuing process of the adult.
5. To provide love for work and dignity of labor.

Modification :

As part of intensive evaluation as to the viability of the SHS program, and in pursuance to the goals of the **DepED Memorandum No 20, s. 2012** entitled "**Reaching the Unreached Through Alternative Delivery Mode (ADM) Summer Program**" and **DepED Order No. 54, s. 2012** entitled "**Policy Guidelines on the Implementation of Alternative Delivery Modes (ADMs)**," the DepED RO XI specifically has crafted policies to transcend the **Sunday High School Program** from what the usual operation to a more adjusted and refined program under the umbrella program of the Alternative Delivery Mode (ADM) of DepED. ADM principles and objectives are considered to address the learning needs of the students whose priority is to continue their schooling while working.

To heighten awareness of the above innovations and modifications, newer alternative approaches to the delivery of SHS program are hereby implemented.

A. Renaming of the SHS Program into Modified Work and Study Program (MWSP)

All public and private schools implementing SHS program will follow a new name as Modified Work and Study Program (MWSP). Please follow the example below :

Name of the School
(Modified Work and Study Program)

B. Delivery of the Curricula

The MWSP will explore blended opportunities for more innovative and cost-effective multiple modalities which are tailored fit to learner's needs and addressing school conditions such as the use of online interaction between students and teacher and offline approaches such

as face-to-face interaction, modular assignments, and collaborative or individualized instruction learning process. It is shifting from academically incline to a more outcomes based and competency oriented curriculum.

The MSWP requires sound educational policies and practices to continue to exist and be aligned with the K-12 system. This form of intervention under the ADM program will enhance student engagement, meet targeted assistance to identified individuals or groups of students at risk for dropping out, provide support for students during transitions, and use diagnostic tracking systems to identify student and school factors that impact dropout rates.

Adhering to the principles of an inclusive and learning-friendly environment, MSWP also requires all schools to accommodate OSY and adults who have not finished their secondary education due to various circumstances.

C. Capacity Building of Teachers Handling the MSWP

All teachers of the implementing schools are required to attend the **Annual Capacity Building on Modular Teaching and Strategies** to update on current approaches and available modules per learning area which will be handled by the Curriculum and Learning Management Division of the Regional Office.

The following are the modules which will support in the delivery of the K to 12 Basic Education Curriculum:

1. Effective Alternative Secondary Education (EASE)
2. School Initiated Interventions (SII) Modules
3. K t 12 Resource Materials which can be downloaded through DepED website at www.deped.gov.ph
4. ADM modules of SY 2012-2013

D. Requirements of Enrolling in the MWSP

Learners are required to take the Regional MSWP Readiness Assessment, which will be prepared by the Regional Office through the CLMD and Quality Assurance Division (QAD) and be administered by the school Guidance Counselor and Grade 7 teachers / faculty. The assessment will help school officials determine the profile of their learners and map possible individualized interventions appropriate to address the learning needs of the students.

For over-age students, they are encouraged to take the Philippine Education Placement Test (PEPT), and will be mainstreamed into the appropriate grade/year level. **The school official shall coordinate with the Division Testing Coordinator to enlist probable takers of the PEPT and to determine** requirements to take the said standard examination.

The following documents are to be provided upon enrolment:

1. Form 138
2. 15 years old or two years older more than the regular students in a particular level.
3. Notarized Certification that a student is employed
4. Birth Certificate issued by the Philippine Statistics Authority (PSA)

The enrolment form should include a learning contract to be signed by the School Head, parent/guardian and learner regarding the MSWP requirements and including schedules for face-to-face meeting between learners and teacher-facilitators.

E. Advocacy Dissemination

All implementing schools and Division ADM Coordinators shall convene to disseminate information and include wider utilization of print and broadcast media and various stakeholders to provide advocacy and awareness on MSWP.

F. Supervision and Monitoring of the MWSP

The Regional Office through the **Chief of Curriculum and Learning Management Division (CLMD)** and the **Chief of the Quality Assurance Division** together with the Education Program Supervisors of the Regional Office XI will work collaboratively in the conduct of the monitoring and supervision of the MWSP especially in the conduct of the Regional Semestral Assessment which will commensurate the final Quarterly Assessment of the learners (**Refer to DepED Order No. 8, s. 2015**)

G. Accreditation Requirements of MSWP

All institutions offering SHS Program are mandated to apply for accreditation of said program and change it into a MSWP. Both public and private schools (refer to Annex A) must seek approval from the Office of the Regional Director of DepED RO XI and following processes such as :

1. All public and private Junior High Schools shall submit application folder which contains documents for accreditation of the SHS program into a MSWP under the umbrella of the ADM program.

2. The folder (**color red with name of the school, name of the School Principal and School Contact Number on the cover**) should include the following documents and be submitted on or before December 18, 2015, Attention : Chief, Quality Assurance Division, DepED Regional Office XI :

2.1 Letter of Intent

2.2 Certificate of Recognition (to offer SHS Program)

2.3 Board Resolution expressing the intention to accredit the existing SHS Program into the Modified Work and Study Program of DepED RO XI.

2.4 List of Academic and Non- Academic Personnel following the template in Annex B and C (each copy should be duly notarized)

2.5 Tuition Fee

2.6 Status of Enrolment (SHS Program) ---from SY 2011-2012 to S.Y. 2015-2016

2.7 List of Graduates and their Current Job / Career Status --- from SY 2011-2012 to S.Y. 2015-2016

2.8 SEC Registration

2.9 Ownership of School Site under the Name of the School

2.10 List of Facilities with a description of how these facilities were utilized by the SHS program students

H. Classes of MSWP

All public and private Junior High Schools' MSWP shall begin its face-to-face engagement with the students not later than any day of the second week of June and week after the semestral break which will be identified in the DepED Calendar of the school year.

I. Semestral Assessment

The two Regional Office Divisions, CLMD and QAD shall conduct semestral assessment to learners enrolled in MSWP to ensure the smooth implementation of the ADM Program and determine if outcomes of the grade level are met and mastered for future policy decisions.

J. Charting and Expanding MSWP in the Senior High School Program

Grade 10 completers under the MWSP are required to take option to attend late afternoon classes which will begin not later than 4:30 in the afternoon and to end before 9:00 in the evening during weekdays from Monday to Friday to meet the mandatory 80 hours per subject of the Senior High School Program. MSWP implementers should ensure that school officials, teachers, parents/guardians and students have a contract in this particular arrangement and ensure safety of the student.

Weekend classes may be allowed to include but are not limited to:

1. Continuation of classes for subjects not offered during the week
2. Makeup classes for unexcused absences occurring during the week
3. Supplemental instruction for students who need additional assistance to meet academic standards or requirements
5. Enrichment classes in core, applied and specialized subjects

K. Monitoring and Evaluation

The two Regional Office Divisions, CLMD and QAD shall conduct monitoring and evaluation to ensure the smooth implementation of the MSWP and gather all critical issues and concerns which are policy determined and for continuous improvement of the MSWP in Region XI.

ANNEX A

List of Public and Private Schools Implementing the Sunday High School Program

NO.	DIVISION	SCHOOL	ADDRESS
COMPOSTELA VALLEY DIVISION			
1.	Compostela Valley	Lyceum of Mawab Sunday High School Program	Mawab, Comval Province
2.	Compostela Valley	Assumption Academy of Monkayo, Inc. Sunday High School Program	Monkayo, Comval Province
DAVAO CITY DIVISION			
1.	Davao City	Rizal Memorial Colleges Sunday High School Program	Marfori, Davao City
2.	Davao City	Thompson Christian School Sunday High School Program	Lopez-Jaena Streets, Davao City
3.	Davao City	Christian Colleges of Southeast Asia Sunday High School Program	Tulip Drive, Maa, Davao City
4.	Davao City	Davao Wisdom Academy Sunday High School Program	F. Torres Street, Davao City
5.	Davao City	EMAR Human Learning and Environmental College Sunday High School Program	Matina Crossing, Davao City
6.	Davao City	Fatima de Davao School of Ma-a Sunday High School Program	Maa, Davao City
7.	Davao City	Holy Child School of Davao Sunday High School Program	Jacinto Street, Davao City
8.	Davao City	Rizal SPED Learning Center Sunday High School Program	Tavera Street, Davao City
9.	Davao City	Samson Technical School Sunday High School Program	Magsaysay Avenue, Davao City
10.	Davao City	Tecarro College Foundation, Inc. Sunday High School Program	Sandawa Road, Davao City
11.	Davao City	The Philippine Women's College of Davao Sunday High School Program	Juna Subd., Davao City
12.	Davao City	Assumption College of Davao Sunday High School Program	Cabaguio Street, Davao City
13.	Davao City	Davao Jones Academy Sunday High School Program	Buhangin Street, Davao City
14.	Davao City	Fatiman de Davao – Buhangin, Sunday High School Program	Buhangin, Davao City
15.	Davao City	Fatima de Davao Sasa Sunday High School Program	Sasa, Davao City
16.	Davao City	Holy Cross Academy of Sasa Sunday High School Program	Sasa, Davao City
17.	Davao City	Lifestream International Academy Sunday High School Program	Mamay Road, Damosa, Davao City
18.	Davao City	MATS College of Technology Sunday High School Program	Agdao, Davao City
19.	Davao City	Southern Polytechnic College, Inc. Sunday High School Program	Doña Salud Subdivision, Davao City
20.	Davao City	Saint Therese College of Science and Technology Sunday High School Program	Sasa, Davao City
21.	Davao City	St. Patrick Math – Sci. School, Inc. Sunday High School Program	La Verna Hills, Davao City
22.	Davao City	Davao Central College Sunday High School Program	Toril, Davao City

23.	Davao City	Holy Child of Davao, Mintal Campus Sunday High School Program	Green Meadows, Davao City
24.	Davao City	Holy Cross College of Calinan Sunday High School Program	Calinan, Davao City
25.	Davao City	St. Francis College of Davao, Inc. Sunday High School Program	Calinan, Davao City
26.	Davao City	Davao City National High School	F. Torres Street, Davao City
27.	Davao City	Sta. Ana National High School	Damaso Suazo Street, Davao City
28.	Davao City	F. Bangoy National High School	Sasa, Davao City
29.	Davao City	Crossing – Bayabas National High School	Crossing Bayabas, Toril, Davao City

DAVAO DEL NORTE DIVISION

1.	Davao del Norte	Quezon Memorial Institute of Technology Sunday High School Program	Kapalong, Davao del Norte
2.	Davao del Norte	Davao Winchester College Sunday High School Program	Sto. Tomas, Davao del Norte
3.	Davao del Norte	Temple Christian School, Inc. Sunday High School Program	Sto. Tomas, Davao del Norte

DAVAO DEL SUR DIVISION

1.	Davao del Sur	Holy Cross of Bansalan Sunday High School Program	Bansalan, Davao del Sur
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DAVAO ORIENTAL DIVISION

1.	Davao Oriental	Sto. Niño School of Mati, Inc. Sunday High School Program	Matiao, Mati City
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DIGOS CITY DIVISION

1.	Digos City	Polytechnic College of Davao del Sur Sunday High School Program	McArthur Highway, Digos City
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PANABO CITY DIVISION

1.	Panabo City	Northern Paramedical and Technological College (NPTC) Sunday High School Program	New Pandan, Panabo City
2.	Panabo City	Panabo Christian School Sunday High School Program	San Francisco, Panabo City
3.	Panabo City	Panabo Christian School Sunday High School Program	National Highway, Panabo City
4.	Panabo City	Francisco Adlaon Learning Institute Sunday High School Program	National Highway, Panabo City

TAGUM CITY DIVISION

1.	Tagum City	UM Tagum College Sunday High School Program	Mabini Street, Tagum City
2.	Tagum City	St. Mary's College Sunday High School Program	National Highway, Tagum City
3.	Tagum City	Arriesgado College Foundation Sunday High School Program	Bonifacio Street, Tagum City
4.	Tagum City	Liceo de Davao – Briz Campus Sunday High School Program	Briz District, Magugpo East, Tagum City
5.	Tagum City	Liceo de Davao – Agan Campus Sunday High School Program	Agan, Tagum City
6.	Tagum City	Max Mirafuentes Academy Sunday High School Program	Magugpo North, Tagum City

ANNEX - C

PROPOSED LIST OF NON - ACADEMIC PERSONNEL

Name of Personnel	Educational Qualifications	Job Description (Stipulated in the Notarized Employment Contract)	Number of Working Hours per Week	Work / Training Experience	Eligibility (Optional)

Prepared by :

Noted :

_____ School Principal