

Republika ng Pilipinas
(Republic of the Philippines)
MINISTERIYO NG EDUKASYON AT KULTURA
(MINISTRY OF EDUCATION AND CULTURE)
Manila

May 12, 1982

MEC MEMORANDUM
No. 127, s. 1982

GUIDELINES FOR THE IMPLEMENTATION OF THE DISTANCE LEARNING DELIVERY
SYSTEM (DLDS) IN THE NONFORMAL EDUCATION PROGRAM

To: Bureau Directors
Regional Directors
Schools Superintendents
Nonformal Education Coordinators

1. Inclosed is a copy of the implementing guidelines of the Distance Learning Delivery System for out-of-school youths and secondary school leavers under the Office of Nonformal Education. These guidelines provide information on how the program will be implemented from the regional level down to the district level.

2. For the initial implementation, the following school divisions have been selected as pilot divisions:

<u>Region</u>	<u>Division</u>
I	La Union
III	Olongapo City
NCR	Pasay City
IV	Oriental Mindoro
V	Camarines Sur
VII	Mandaue City
VIII	Ormoc City
IX	Basilan City
X	Ozamis City
XI	South Cotabato
XII	Maguindanao

3. It is desired that copies of these guidelines be furnished to all nonformal education personnel.

4. All concerned are enjoined to immediately disseminate the contents of this Memorandum.

(SGD.) ONCERE D. COPPUZ
Minister

Incl.: As stated

Reference: MEC Memorandum No. 211, s. 1981

Allotment: 1- (P.O. 1-76)

To be indicated in the Perpetual Index under the following subjects:

NONFORMAL EDUCATION

PROGRAM, SCHOOL

STUDENTS

GUIDELINES IN THE IMPLEMENTATION OF DISTANCE LEARNING DELIVERY SYSTEM

I. What is the Distance Learning Delivery System (DLDS)?

The Distance Learning Delivery System is an educational innovation designed to meet the needs of those who would like to avail themselves of the opportunity to raise their educational level without going through the formal classroom process.

The targets of the program are the leavers of the secondary schools, working fathers, mothers, housewives, maids, the physically handicapped and those of high school age who have left school in Grades V and VI. This is one delivery system to make educational opportunities accessible to all those who may not be able to avail of education through the formal system.

The Office of Nonformal Education, Ministry of Education and Culture in pursuance of MEC Memorandum No. 211, s. 1981 shall take charge of the effective and proper implementation of the DLDS.

II. What are the objectives of the Program?

- A. To enable Grades V and VI school leavers who are of high school age and the secondary school leavers who qualified in the Philippine Educational Placement Test for high school level to continue their studies.
- B. To extend educational opportunities to working groups, housewives, maids, employees who are undergraduates of the secondary level, physically handicapped and others who are interested in raising their educational level while working to earn a living.
- C. To enable the secondary school leaver to progress in his studies at his own rate, in his own home or in any place convenient for him using self-learning modules, print media, radio and others.

III. How will this Program be implemented?

At the national level, the NFE-DLDS program is under the Deputy Minister of Education for Nonformal Education. The NFE Office promulgates policies and rules for the implementation of the program.

At the regional level the Regional Director will administer the NFE-DLDS assisted by the Regional Supervisor designated to take charge of Nonformal Education. The latter serves as regional coordinator of the program. The Director is further assisted by a regional council which he shall organize. The council shall be composed of the following:

- Regional Director Chairman
- Asst. Regional Director Co-Chairman
- Regional Supervisor in Charge of NFE Secretary
- Media Supervisor Member

At the division level, the program is headed by the Schools Superintendent assisted by the Division Supervisor for Nonformal Education who shall serve as division coordinator of the program. The superintendent is further assisted by a division council which he shall organize. The council shall be composed of the following:

Superintendent Chairman
Asst. Superintendent in Charge of NFE-Co-Chairman
Division NFE Supervisor Secretary
Media Supervisor Member

At the district level, the program is headed by the District Supervisor assisted by the District NFE Coordinator. He is further assisted by a district council which he shall organize. The District Council shall be composed of the following:

District Supervisor Chairman
District NFE Coordinator Secretary
One ranking Principal of the District - Co-Chairman

All materials and reports shall go through proper channels.

IV. What is meant by multimedia approach?

This is an educational approach using print media, radio, television and other correspondence packages consisting of modules, self-learning materials and brochures for the instruction of the learner. However, at the start of the DLDS program, the materials will be limited to modules.

V. What incentive does this program give to its participants/students?

A student participant who finishes all the requirements for the secondary course shall be given a certificate signed by the Schools Superintendent attesting to his completion of the secondary course. This certificate may be used by him in taking the NCEF and in enrolling in a higher educational institution (college course) of his choice. If he were an employee, this may qualify him for promotion in salary or position or in both.

VI. Who are qualified to enroll in NFE-DLDS?

- A. Grades V and VI school leavers who are of high school age and who qualified in the Philippine Educational Placement Test for the high school level.
- B. Secondary school leavers, working parents, housewives, physically handicapped, housemaids and others who are qualified and interested to raise their educational level.

VII. How does a student enroll?

- A. He shall see the District NFE Coordinator in his locality for information, advice and possible registration.

B. He shall enroll in the district supervisor's office nearest his residence.

C. He shall present the following credentials:

- (1) Birth Certificate
- (2) Certification of the principal of the school last attended attesting his last year level attended.

For Grades V and VI leavers, the result of the PEPT.

- (3) Three copies of ID pictures (1" x 1")
 - One for the ID Card
 - One for the Registration Form
 - One for the District Office file

D. A registration fee of ₱120 is charged for each curriculum year. One half of the amount is paid upon enrollment and the remainder to be paid within 90 days.

F. Upon registration, the student is issued a registration/ID Card with a Serial Number.

VIII. Who are qualified to be tutors

- A. High school teachers recommended and designated by their respective principals and/or Barangay high school teachers recommended and designated by their District Supervisor.
- B. Retired high school teachers duly recommended and designated by their District Supervisor.
- C. Elementary Grades teachers who are BSE graduates, duly recommended and designated by their District Supervisor.

IX. How does the Program operate on the student level?

After the registration, the student is oriented by the registering official on the concepts and requirements of the program. He is given the list of tutors for the different subjects and the schedule when he could see any of them for consultations. He is issued the first set of modules for the curriculum year for which he registers. He signs a receipt for this and is held responsible for the safekeeping of all the modules.

The student studies the modules in his home at a time most convenient for him. He consults his tutors when necessary. After finishing all the modules for the different subject areas issued to him, he reports to the NFP District Center to take the final test for the subject areas he has finished. If he passes the tests, he receives his rating card after two weeks. He is given the set of modules for the next higher curriculum year after paying the required fee for the next year. Should he fail in the final tests, he is given a supplementary set of modules for the areas he is

deficient in. After completing the supplementary modules, he again takes a final test on each of the areas he had finished. If he passes the test, he is given the modules for the next curriculum year. He will of course pay the corresponding fee for that year.

X. What is the time frame for the NFF-DLDS Program?

A student participant can start and finish the course at the time and pace most suited for him. This is a self-paced learning system.

XI. How are the courses accredited?

As soon as the student finishes the module for any subject area, he takes the test in the district office where he is registered. These tests are constructed by the Office of Nonformal Education, the PSE and the NFFC, and administered by the district council member designated for the task. When he has met all the requirements for the secondary curriculum, the student is awarded a certificate signed by the Principal, district supervisor and the schools superintendent attesting to the fact that he is a graduate of the secondary curriculum. The certificates should bear the dry seal of the division office.

XII. How is the progress of the DLDS student evaluated?

The modules have a built-in assessment system. After each lesson, the student takes self-administered tests to find out how much he has learned or if he needs to re-read the lesson or consult a tutor. The district NFF coordinator also assesses the progress of the student from time to time. The district council gives the final assessment when it gives the student the final examination on the different areas of study to determine whether a student has earned his credit.

XIII. Can a student transfer while participating in the DLDS Program?

In case a student transfers to another district/division/region due to unavoidable circumstances, he can continue his studies provided that he:

A. Gets a certificate of transfer from the District Supervisor where he is enrolled.

B. Gets a certificate of clearance.

To enroll in the new district, he must:

A. Report to the District NFF Coordinator of the place.

B. Present his clearance, certificate of transfer and receipt for the fee he has paid.

He then gets enrolled again, receives a set of modules for same curriculum year and proceeds as usual in his studies.

XIV. Who prepares the DLDS modules?

At the preparatory stage of the program, a curriculum development seminar workshop was held with expert curriculum writers for the different subject areas producing the necessary modules for the use of the DLDS participants. The modules are based on the new Secondary Education Curriculum Frameworks for the different subjects. Consultants for each area were requested to guide the writers during the curriculum workshop.

To improve future DLDS modules, tutors are requested to submit their recommendations on the following: contents, methods of presentation, style, methods of evaluation or assessment, etc. These recommendations shall be submitted at the end of each calendar year to the district supervisor who shall transmit them to the Office of Nonformal Education, Manila.

XV. How are the students fee prorated?

- 30% of the amount is remitted to the Office of Nonformal Education to be used in the production of instructional materials.

This remittance should be accompanied by the list of students who are enrolled in the division or region.

- 10% is remitted to the regional office prorated equally among the members of the regional council.
- 10% of the amount is remitted to the division office to be prorated equally among the members of the division council.
- 10% to be prorated equally among the district council.
- 40% of the amount is retained in the district office to be prorated among the tutors in that district.

The regional director, division/city superintendents shall prepare their statement of accounts after each semester in order to properly liquidate all the cash receipts in relation to the implementation of the NFE-DLDS program. Three copies of these statement should be submitted to the Office of Nonformal Education a week after the end of each semester.

XVI. Reporting:

The district supervisor shall submit a report on the number of students enrolled and graduated, tutor's feedback and other sundry information like problems met and recommendations at the end of each calendar year. The schools superintendent submits his report on this program to the regional director and the regional director consolidates all the division reports and submits the same to the Office of Nonformal Education, Manila at the end of each calendar year.

XVII. Financial Management:

Cash receipts duly stamped shall be issued to each enrollee for tuition fee payments.

A monthly payroll shall be prepared for all those involved in the program and who are to be paid out of their 70% share: Regional Council, Division Council, District Council and tutors.