May 31, 2021

DIVISION MEMORANDUM
DM No. 340 , s. 2021

LIST OF TECHNICAL WORKING GROUP FOR BRIDGING STVEP LEARNING MODULE GAPS THROUGH CODE-SWITCHING PROJECT

To: OIC – Assistant Schools Division Superintendent
Public Schools District Supervisors
STVEP School Principals/TICs and TLE/TVL Coordinator/Focal Persons
STVEP – SMAW (TLE/TVL) Teachers
All Others Concerned

1. To address the learning module gaps to Strengthened Technical Vocational Program (STVEP) schools, the division will be having a core group to work for code-switching activities.

2. The group is categorized into these sub-groups: pool of writers, pool of reviewers, pool of validators, and quality assurance group whose members are in the attached annex 1.

3. The sub groups are guided with a Term of Reference (TOR) in the attached annex 2, as well as the prescribed timeline.

4. The school principals under STVEP schools together with their TLE/TVL and Senior High School Coordinators are tasked to provide information and data relative to this project under PSDS Ferdinand T. Glor, our DAP Scholar. Pilot testing of the Code-Switched Modules will be done from June to July, 2021.

ELIAS A. ALICAYA Jr. EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

DEPED - QUEZON
ICT UNIT
UPLOADED
Date/Time: 6/2/2021
By: Romnel
Ref. no. DM 340 ,S. 2021

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Registration Number:
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Annex 1. List of Code-Switched Module Personnel

POOL OF WRITERS	POOL OF REVIEWERS	POOL OF VALIDATORS and Quality Assurance Team
1. Marcelino C. Alano, BPAHS 2. Dexter M. Oyardo, MSEMSAT 3. Joel Egliane, UIHS 4. Bernardo Raipan, Jr., GMTISAT	1. Reynilda Bebon, QNHS 2. Loida Otico, PhD, BPAHS 3. Ma. Cristina Beli, MSEMSAT 4. Ibarra M. Abrian, GMTISAT	1. Aries Barrago, PhD, LBSF 2. Susan Luna, EdD, GMTISAT 3. Lawrence Consul, VSA-MSEMSAT 4. Estelo Magalang, Principal-BPAHS 5. Gloria Licas, Principal, Unisan IHS
Team Leader: Anthony Bert Mendoza, Unisan IHS	**Team Leaders:** Marilou Maas, PhD, MTII-BPAHS Edlyn Uy, GMTISAT	**Team Leader:** Ferdinand T. Glor, PSDS

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Annex 2. TERM OF REFERENCE

SUB-GROUP	FUNCTIONS	TIMELINE
POOL OF WRITERS	• identify the learning gaps found in the STVEP modules in Shielded Metal Arc Welding NCII through interveiw, FGD with SMAW learners and parents. • Preparing STVEP Code-Switched Modules for SMAW. • Submit the crafted Code-Switched modules to the pool of reviewers for comments, suggestions, and recommendations.	May 26-27, 2021 May 28-31, 2021
	• Pilot test the approved, validated, and quality assured Code-Switched STVEP – SMAW modules. • Record the results of formative, summative, and periodical tests • Record the result of performance tasks • Conduct an interview, FGD to learners and parents together with the Project Owner regarding the respondents' personal experiences on the use of Code-Switched Modules • Analyze and interpret the results of the respondents' responses as well as the results of learners' formative, summative, and periodical assessments/tests as compared to the previous quarters.	June to July, 2021
POOL OF REVIEWERS	• Review the compliance of the Code-Switched Modules of the writers as against the standards using the modified DepEd Regional Office's rubrics. • Recommend for the revision or for further division validation of the Code-Switched modules	June 1-2, 2021 June 2, 2021
POOL OF VALIDATORS/ QUALITY ASSURANCE TEAM	• Validate the compliance of the reviewed Code-Switched Modules of the writers as against the standards using the modified DepEd Regional Office's rubrics. • Recommend for the revision or for pilot testing of the Code-Switched modules	June 3-4, 2021 June 4, 2021
PROJECT ONWER	• Prepare pertinent documents for the approval of the Division Top Management • Create and/or suggest the technical working group with corresponding Term of Reference. • Submit a timeline for the Project Implementation for the approval of the DAP Institutional Partner. • Conduct webinar on Code-Switching. • Coordinate and supervise the activities of the pool of writer, pool of reviewers, and pool of validators and	May 17, 2021 May 18, 2021 May 18, 202 May 25, 2021

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	quality assurance team in the development of Code-Switched Modules.	June to July, 2021
	• Supervise and monitor the pilot testing of the validated, quality assured, and approved Code-Switched modules.	
	• Analyze, interpret the results of the project implementations.	
	• Supervise, monitor, and coduct interviews, focused group discussions together with the pool of writers on the use of Code-Switched Modules.	
	• Submit comprehensive reports to DAP Institutional Partner (Division SDS) about the results of the project implementation; and thereby present recommendations and conclusion of the project.	
	• Conduct Pilot testing of the validated Code-Switched Modules to another class	August, 2021
	• Analyze, validate, interpret the results of the project validation implementation results	
	• Submit comprehensive reports to DAP Institutional Partner (Division SDS) about the results of the project implementation; and thereby present recommendations and conclusion of the project.	

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EVALUATION TOOL FOR STVEP CODE-SWITCHED MODULE
Step 1 Code-Switched Module Reviewer's Form

Learning Area: IA- SHIELDED METAL ARC WELDING

Grade Level: ____

Component (if applicable): _____

Week/s: _____

Name of Writer(s): _____

SDO: QUEZON

Instructions:

1. Carefully read the STVEP Code-Switched Module page by page on SMAW to review the module for compliance to standards indicated in the criterion item under the six (6) factors below.
2. Put a check mark (✔) in the appropriate column beside each criterion item.
3. Write *Not Applicable (NA)* for criterion item that does not apply in the Code-Switched Module reviewed.
4. Based on the number of criterion items marked "YES" under each factor, mark the appropriate column to indicate if the Code-Switched Module complied or not to the standards.
5. For factors with items marked *Not Applicable*, count the total applicable criterion items and multiply this with **75%** to determine the cut-off for compliance.
6. Affix your e-signature over printed name and the date accomplished below.

Standards / Criterion Items	Yes	No
Factor I. Compliance of the Module to Code-Switching Principle		
1. The Code-Switched module shows clear and unified code per specific technical term used in the modules.		
2. The Code-Switched module observes either one of the three major types of code-switching for the technical terms and procedures used in the modules such as: • Tag switching • Intersentential switching • Intrasentential switching		
3. The Code-Switched module observes a non-translation of language one (L1) English - to language two (L2) - Filipino.		
4. The STVEP-SMAW module only code-switched the terminologies and/or phrases which are difficult to understand by the learners.		
	Complied	Not Complied
Note: At least 3 criterion items must be marked YES to indicate compliance to this factor.		
Factor II. Learning Competencies		
Content of Code-Switched module remains conguent to the Learning Competencies in the Shielded Metal Arc Welding under DepEd		

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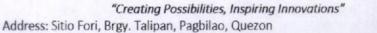
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Standards / Criterion Items	Yes	No
Curriculum guide or TESDA Training Regulation (whichever is used as reference)		
	Complied	Not Complied
Note: The item must be marked YES to indicate compliance to this factor.		

Factor III. Instructional Design and Organization

	Yes	No
1. The Code-Switched Module contributes to the achievement of the Learning Competencies of the Shielded Metal Arc Welding and grade level for which it is intended.		
2. Code-Switched Module still follows the sequencing of contents and activities within the lesson; and likewise, facilitates achievement of the intended or prescribed learning competencies to be developed.		
3. Content and learning instruction of the Code-Switched module becomes more understandable to the target learner's level of cognitive and skills development and experience.		
4. Technical procedures for performance tasks in the Code-Switched Module becomes more understandable and easy to follow which reinforces, enriches, and / or leads to the mastery of the targeted skills learning competencied intended for the learning area and grade level.		
Note: At least 3 criterion items must be marked YES to indicate compliance to this factor.	Complied	Not Complied

Factor IV. Instructional Quality

	Yes	No
1. Content and information of the module remains accurate after it's code-swticed.		
2. Content and information of the module remains up-to-date after it's code-switched.		
3. The Code-Switched Module is free from factual, content principles, and concept and/or procedural errors.		
4. The Code-Switched Module does not give confusion to key concepts and technical procedures being developed.		
Note: At least 3 criterion items must be marked YES to indicate compliance to this factor.	Complied	Not Complied

Factor V. Assessment

	Yes	No
1. Key concepts and instructions for "self-checks" are properly code-switched to make them more understandable to learners.		

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Standards / Criterion Items	Yes	No
2. Key concepts and instructions for performance tasks are properly code-switched to make them more understandable to learners.		
	Complied	**Not Complied**
Note: All items must be marked YES to indicate compliance to this factor.		
Factor VI. Visuals (e.g., illustrations, photographs, maps, tables, graphs, etc.)		
1. Visuals used clarify and are consistent to the terms and procedure being code-switched.		
2. Visuals are coherent to what learners are accustomed to based from their experiences.		
3. Labels/captions used in the modules are within the understanding of the learners; or within the code-switched terminologies and procedures.		
	Complied	**Not Complied**
Note: All items must be marked YES to indicate compliance to this factor.		

Comments:

_____

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Recommendation: (Please put a check mark (✔) in the appropriate box.)

☐ **Major revision.** This Code-Switched Module (CSM) is non-compliant to the requirements in one or more factors. This CSM needs to be returned to the writer to implement necessary changes in the marginal notes of the content and/or LRE/s.

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☐ **Minor revision.** This Code-Switched Module (CSM) is found compliant to the minimum requirements in all six factors. Revision was already incorporated in the CSM by the content and/or language learning resource evaluator/s (LRE/s). This CSM is ready for Validation.

☐ **For Validation.** This Code-Switched Module (CSM) is found compliant to all factors with NO more corrections. This CSM is ready for Validation.

We certify that the LeaP indicated above underwent content, language and technical evaluation and that the writer has correctly and sufficiently implemented all recommended revisions based on the evaluation conducted by the SDO REVIEW Team Members.

SDO QUALITY ASSURANCE TEAM MEMBERS

Content Learning Resource Reviewer   Language Learning Resource Reviewer

_____   _____

Signature Over Printed Name   Signature Over Printed Name

Date accomplished_____   Date accomplished_____

Technical Code-Switched Module Reviewer

_____

Signature Over Printed Name

Date accomplished_____

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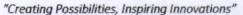
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EVALUATION TOOL FOR STVEP CODE-SWITCHED MODULE
Validator's Form

Instruction: Validate the Code-Switched Modules (CSM) carefully and for each evaluation criterion consider the extent to which the material meets the criteria.

I. GENERAL SPECIFICATIONS		Very Satisfactory 3	Satisfactory 2	Poor 1
General Requirement	1. Code-Switched Module is good for one quarter.			
Nature of the CSM	2. Developed with reference to TESDA Training Regulation or DepEd Curriculum Guide (whichever is used).			
	3. Developed with reference to the SLM.			
Focus	4. The focus is on the prescribed Learning competencies			
Language	5. The language used for code-switching is within the everyday language of the learner.			
	6. The technical terminologies and procedures are properly code-switched using appropriate language and vocabulary.			
Illustrations	7. Illustrations conform to the ones being code-switched.			
	8. Filipino characters (if applicable) are the subject of illustrations.			
	9. People, animals, places, and objects are appropriate to the age, grade level and context of the learners.			
	10. Illustrations clarify and/or enhance concepts being code-switched.			
	11. Illustrations and visuals are gender and culture sensitive.			
Videos	12. Self-made videos are as the same as being presented in the code-switched module.			
Style Guide	15. Follows APA Format.			
Copyright	16. Secured permission to use third-party contents from the copyright owners (if applicable).			

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17. Secured permission from photo subjects (if applicable) and accomplished Photo Waiver (Annex 2).				
Total Points	51			

II. TECHNICAL SPECIFICATIONS				
Page Setup	1. The paper size is 8.27 X 11.69 (A4).			
	2. The page layout is portrait.			
	3. Code-Switched module has maximum number of 30 pages.			
Font Type	4. The font type used is Arial.			
Font Number	5. Font number used is 11.			
Total Points	15			
III. CONTENT	1. Content is suitable to the student's level of development.			
	2. Contributes to the achievement of specific objectives of the subject area and grade/year level for which it is intended.			
	3. Provides for the development of higher cognitive skills such as critical thinking, creativity, learning by doing, inquiry, problem solving, etc.			
	4. It is free of ideological, cultural, religious, racial, and gender biases and prejudices.			
	5. Content is more understandable and facilitates self-learning, or self-pace study.			
Total Points	15			
Overall Points	81			

Note: The Code-Switched Module must obtain a score of at least **64** points out of a maximum of **81** points to pass this criterion. Please put a check mark on the appropriate box.

☐ Passed
☐ Failed

Evaluator: _____
Signature: _____
Date: _____