

TERTIARY EDUCATION HOME-BASED OFFLINE LEARNING MODALITY



This modality is for learners who have limited internet connectivity or who have opted to have this mode of learning as a matter of preference.

1. This modality is a collaboration among the parents, the learners and the teachers.

Parents will be the co-facilitators at home in this learning modality. Teachers will assist the parents by providing a curriculum guide and modules that they must follow and use at home. Teachers will collaborate closely with the parents to ensure that learning is maximized for the students. Emails and chats may be the form of communication between the teachers and parents/guardians.

2. Learning materials are provided by the school.

The university will provide the course/subject learning modules and materials, as well as the assessment mechanism and a parent's guide. Parents/guardians will only need to follow the parent's guide given them by the teachers. Parents may also use their own supplemental materials and references to make learning more enriching. They can be as innovative and creative as they can be in facilitating the learning of their children at home.

3. The learning style is self-paced, self-directed, and flexible.

This modality follows student's own learning pace and needs. Parents and children may design their own schedule and steps in performing the activities and tasks based on their own pace and convenient time. All performance tasks, outputs, and assessments will be submitted back to the teachers at the end of the grading period ie. Mid-Quarterly Test (MQT) and Quarterly Test (QT) for checking and grading. Teachers will give their assessment and recommendations to the parents upon checking student's output. Parents will also be asked to give grades as a matter of self-assessment.

4. The mechanism for distribution of modules will be well-coordinated.

The university-printed learning materials, lesson modules, and/or course packs shall be made available to the learners twice a term. The first set of materials will be available from the third week of classes until a week before the Midterms, whereas the second set will be available during the Midterm Exam period until two weeks before the Final Exam period.

TERTIARY EDUCATION HOME-BASED OFFLINE LEARNING MODULES DEVELOPMENT AND DISTRIBUTION



1 PREPARATION OF MODULE

The subject teacher prepares all activities, assessments, and other resources that will help the learners acquire expected skills and competencies.

3 REQUEST FOR REPRODUCTION

After having the final copy of the module checked, the Program Chair submit the modules in PDF format to the Dean and requests for module reproduction. The Dean will endorse printing of the modules to the Department Secretary.

5 REPRODUCTION OF THE MODULE

ADSERVE reproduces the module depending on the number of learners who availed the home-based offline learning modality option. The designated personnel from the ADSERVE will also collate the module.

7 DISTRIBUTION OF MODULE

Depending on the request of the parents, the College Secretary endorses the module to the Security Office. There will be a designated area at the Security Office for pick up of the module by the parent/authorized representative. The College Secretary may also endorse the delivery of the module through the university's authorized delivery service.

9 DELIVERY OF THE ACCOMPLISHED MODULE

The College Secretary picks up the accomplished modules and endorses them to the university's authorized delivery service for distribution to the respective subject teachers. The College Secretary provides the delivery details such as name and address of the subject teacher, depending on the details provided on the envelope. The subject teacher may also pick up the modules at the Department Office on a designated date and time.

2 CHECKING OF THE MODULE

The subject teacher submits the soft copy of the home-based offline learning module in MS Word format to the Program Chair. The Program Chair checks the alignment of competencies and activities provided by the subject teachers. There can be series of checking that can occur during this step, if necessary.

4 APPROVAL OF REPRODUCTION

The printed modules are submitted to the Vice Chancellor for Academics and Research for approval and formal endorsement of the reproduction to the Administrative Services Office (ADSERVE).

6 PREPARATION FOR MODULE DISTRIBUTION

The College Secretary picks up the reproduced copies of the modules from ADSERVE and secures them in an envelope.

8 RETURNING OF THE ACCOMPLISHED MODULE

The parent/authorized representative returns the accomplished module through the university on the designated date. The module should be sealed and secured in an envelope with a plastic casing. They may drop off the module at the designated place in the Security Office. The parent/authorized representative should provide the following details: name of the student, course and section, name of the subject teacher, and subject.

10 RECEIVING OF THE ACCOMPLISHED MODULE

Once the subject teacher receives the delivered modules via university's authorized delivery service, he/she should notify the parent through any official communication platform like SMS, chat app, or Microsoft 365 email that he/she has already received the accomplished module.