The outbreak of the COVID-19 Pandemic has changed the landscape of the educational system, which every school was forced to adjust and adapt. Schools’ readiness to continue and sustain the teaching and learning was challenged to a point that all stakeholders – the administrators, teachers, parents and students were pushed to their limits to muddle through the demands of online distance learning. Likewise, providing quality education and evangelization for all Bosconians becomes a major challenge in this time of crisis.

To cope with these new demands in the educational system, and to put everything in its proper perspective, the Junior High School Department of Don Bosco Technical Institute of Makati has come up with its Learning Continuity Plan, which will be implemented for School Year 2020-2021. This Learning Continuity Plan operates on the premise that learning should be sustained regardless of any barrier.

As a Catholic school with a Salesian identity, Don Bosco Technical Institute of Makati does not only aim to continue and sustain teaching and learning in spite of the challenges brought about by the COVID 19 Pandemic but most importantly, it aims at educating and evangelizing its students so as to form them to become good Christians and upright citizens (Plan of Regulations of the Oratory, 1854, Biographical Memoirs, vol. II, p. 36). This binomial formula aims further at developing the personal, social, spiritual, ecclesial, and vocational dimensions of its students.
This framework has three important elements - the learner, the school, and the home. Both the school and the home support the learner, who is considered as the most important element in the teaching and learning process. Bosconians are formed to become “Good Christians and Upright Citizens” both in school and at home, with both Salesian educators and parents actively engaged in the fulfilment of their respective roles and responsibilities in this process.

The school supervises and implements the curriculum and instructions, administers assessments, and provides spiritual formation, counseling, and Salesian assistance. Likewise, it sees to it that all learning support systems are in placed most especially its technological capability to deliver instruction and to yield better results.
On the other hand, the parents are the school’s partner in developing the human potentials, Christian faith, and socio-civic consciousness of the learner while he is at home. They also provide the necessary support, e.g. seeing to it that the place is conducive for learning and its technical capability is satisfactory for the learner to receive instruction and work on tasks at hand with minimal disruptions.

The learning modalities to be used for the three terms are the following: the distance learning - online distance learning (synchronous and asynchronous) and the modular, the hybrid learning, which is the combination of the face to face and online distance learning, and the classroom based learning, where the students are allowed to go back to school and have the face to face or the physical learning. However, the implementation of these learning modalities is still dependent on the health situation and on the advice of the Inter Agency Task Force (IATF) on Covid 19 Pandemic.

PASTORAL ACTIVITIES

To form the young to become good Christians and upright citizens is the main goal of every school of Don Bosco. So, too, is Don Bosco Technical Institute of Makati (DBTI). Its education and evangelization of the Bosconians are done in an integral and holistic approach. The academic and the technical programs of the Junior High School Department are responsible for the development of upright citizenship, while the Office of the Pastoral Ministry takes care of the Christian formation.

The Office of the Pastoral Ministry is headed by a Salesian priest as the Spiritual Moderator. Together with him, are the Christian Living Teachers-facilitators and the Pastoral Ministry Team members. For its education and evangelization, it follows the teaching and learning mode that DBTI Makati adopts as an institution during this pandemic crisis.
Furthermore, it looks at this new normal situation as an opportunity to be creative in doing the pastoral activities, and it considers the “normal” as referring to the essentials of education to the faith of the Bosconians, that is:

- the young Bosconian is at the center of the process of education and evangelization;
- the goal is to bring the young Bosconian to a meaningful encounter with Jesus Christ;
- the style or approach is the Preventive System and Salesian Spirit of St. John Bosco.

Likewise, it takes the “new” as referring to present context of COVID 19 crisis with its challenges; hence, for the Bosconians the pastoral ministry will:

- happen in campus (school and classroom), online (cyberspace) online, and at home (church in the home);
- offer many choices and possibilities to learn to “choose the better” (meliora eligo) and be good christians and missionary disciples;
- consist not only instruction but also coaching and accompaniment. This will be in coordination with the Guidance Office and Office of the Student Affairs.

In concrete, the Office of the Pastoral Ministry will conduct:

1. the teaching of Christian Living online, offline and face to face as the situation allows and as dictated by the Institution;

2. the Annual Retreats and Recollections of the Bosconians as ongoing experience integrated with Christian Living that culminates in a day or two days in campus toward the middle of the 2nd term and throughout the 3rd term of the school year;

3. other pastoral activities (Eucharistic Celebrations, Confessions, Prayer Moments, Social Action, etc) following the mode that the institution follows.

The new normal has challenged the Office of Pastoral Ministry to be innovative and responsive and thus, be aligned with DBTI vision-mission statement.
ACADEMIC & TECHNICAL PROGRAMS

The Academic curriculum of the JHS Department includes the Most Essential Learning Competencies (MELCs) prescribed by the Department of Education. For the Technical curriculum, only the basic theories and concepts will be delivered during the early days of the school year due to some limitations in terms of its practical applications. The hands on and the skill based applications will be conducted during the face to face instruction.

With the aim to continue and sustain the education of every Bosconian regardless of any barrier, The Junior High School Department puts premium on the implementation of its curriculum and instruction. Thus, guidelines are set to ensure its effectiveness.

GENERAL GUIDELINES

1. Instruction will be delivered in three learning modalities depending on the health situation and on the recommendation of the Inter agency Task Force. They are the Distance Learning - Online (Synchronous and Asynchronous) and Modular, Hybrid Learning (Flipped Classroom) - Online Distance Learning and Modular and the Face to Face Learning, and the Classroom Based Learning.

2. For Distance Online Learning, classes will be delivered either through synchronous or asynchronous using the Google Meet or Zoom App and the school’s Learning Management System (Genyo) and MOODLE and other approved platforms.

3. For the Technical learning areas, all lessons requiring hands on/practical application will be delivered during the face to face learning.

4. A definite schedule of Classes will be observed for the implementation of each learning modality.

5. A scheduled consultation hour for students to discuss concerns with their respective teachers will be observed.

6. Learning modality used on a specific term will be evaluated during the middle and end of its implementation.
A. SYNCHRONOUS

It is a type of remote learning wherein the class is conducted in real time. In a synchronous class, the teacher and students interact in an online platform. It facilitates learning at the same time, platform, and pace. Google Meet or Zoom App is the platform to be used for this learning.

1. Synchronous delivery of instruction is once a week/subject and at least 60 minutes/meeting.
2. Friday is the day allotted to complete all the unfinished tasks for the week.
3. Routine Activities must be observed.
   3.1. Opening and Closing Prayer
   3.2. Checking of Attendance
   3.3. Giving of Reminders
4. Use of varied instructional materials is required.
5. Lesson packages must provide the following interactions:
   5.1. Teacher - Student
   5.2. Student - Content
   5.3. Student - Student
6. There should be at least 2 to 3 activities and 1 summative test per lesson package.
7. Deadline for the submission of activities is every Saturday until 4:00 PM only.
8. Summative Test must be given at the end of the implementation of the lesson package. It must be administered on a definite schedule, and its announcement must be done one week before its administration.
9. Performance Tasks must be submitted online. If group PETA is not possible, individual PETA is encouraged.
10. There is a standard tool to be used for assessment of students’ learning.

B. ASYNCHRONOUS

This is a type of remote learning where the students are given online tasks or assignments that can be done in a given timeframe. This is a self-directed learning where students do the online tasks anytime, anywhere, and at their own pace using a learning management system.

1. The official platforms to be used to deliver asynchronous instruction are the school’s LMS, GENYO, and MOODLE; however, other platforms can also be used but they are subject for the approval of the Office of the Principal.
2. Schedules of submissions of the assigned tasks must be followed.
3. There will be accomplishment report per section/level for the learning areas to monitor submissions of tasks.
C. MODULAR INSTRUCTION

This kind of instruction is used for those who are not capable to do online tasks and to those who do not have the technological capability at home.

1. Learning packages in printed form/digital form will be delivered to the learner.
2. Each lesson package contains the discussion of the lesson in printed/digital form, printed activities, and assessment.
3. A portfolio or a compilation of all his work will be submitted at the middle and at the end of the term.

SAMPLE CLASS SCHEDULE (Term I)

**Grades 7 & 8**

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CL</td>
<td>English</td>
<td>IDT</td>
<td>8:30 - 9:30 <strong>RHGP/ESP (Every Thursday-SYNCHRONOUS MODALITY)</strong></td>
<td>Completion and submission of online tasks for all learning areas. Online consultation</td>
</tr>
<tr>
<td>2</td>
<td>Math</td>
<td>AP</td>
<td>ET/ELX</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Science</td>
<td>MAPEH</td>
<td>AT/MT</td>
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</tr>
<tr>
<td>4</td>
<td>Filipino</td>
<td>Research</td>
<td>CT</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Grades 9 & 10**

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CL</td>
<td>Math</td>
<td>Technology</td>
<td></td>
<td>Completion and submission of online tasks for all learning areas. Online consultation</td>
</tr>
<tr>
<td>2</td>
<td>English</td>
<td>Science</td>
<td>Technology</td>
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<td>3</td>
<td>AP</td>
<td>Filipino</td>
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<tr>
<td>4</td>
<td>Research</td>
<td>MAPEH</td>
<td>RHGP/ESP</td>
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</tbody>
</table>
In line with the learning modalities, the following are the recommended device specifications and internet speed requirements.

**DESKTOP**

Intel Core i3 – i9 Processor or equivalent processor speed for Non-intel based computer.

**LAPTOP**

Intel Core i3 – i9 Processor or equivalent processor speed for Non-intel based computer.

**TABLET & SMART PHONE**

Any brand running on Android OS version 8 or higher. Recommended processor speed of 1.2 – 2.2 GHZ or higher.

**GENYO MOODLE GOOGLE MEET ZOOM APP**

Minimum Internet Speed

5 Mbps
TERM 2 (Hybrid Learning)

This learning modality is the combination of the face to face and online distance learning. Specifically, it will adapt FLIPPED CLASSROOM, a type of blended learning where students are introduced to content at home and practice working through it at school.

A. Online Distance Learning (Out of Class)
The guidelines for both synchronous and asynchronous online distance learning will be followed.

B. Face to Face Learning (In Class)
1. Each class will be divided into two groups to ensure that there will only be 15 to 20 students in the classroom.
2. Students will only be allowed to go to school twice/week. The rest of the week will be allotted for online distance learning and for the completion of the assigned tasks for the week.
   Example:
   Monday and Wednesday                              Grades 7 and 9
   Tuesday and Thursday                                Grades 8 and 10
3. School’s Protocol on Health and Safety will be strictly implemented.
4. All practical tasks/hands on activities will be done during face to face learning.

SAMPLE CLASS SCHEDULE (Term 2)

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRADE 7</td>
<td>ONLINE DISTANCE LEARNING (OUT OF CLASS)</td>
<td>ONLINE DISTANCE LEARNING (OUT OF CLASS)</td>
<td>FACE-TO-FACE (IN CLASS)</td>
<td>ONLINE DISTANCE LEARNING (OUT OF CLASS)</td>
<td>FACE-TO-FACE (IN CLASS)</td>
</tr>
<tr>
<td>GRADE 8</td>
<td>ONLINE DISTANCE LEARNING (OUT OF CLASS)</td>
<td>FACE-TO-FACE (IN CLASS)</td>
<td>ONLINE DISTANCE LEARNING (OUT OF CLASS)</td>
<td>FACE-TO-FACE (IN CLASS)</td>
<td>ONLINE DISTANCE LEARNING (OUT OF CLASS)</td>
</tr>
<tr>
<td>GRADE 9</td>
<td>ONLINE DISTANCE LEARNING (OUT OF CLASS)</td>
<td>ONLINE DISTANCE LEARNING (OUT OF CLASS)</td>
<td>FACE-TO-FACE (IN CLASS)</td>
<td>FACE-TO-FACE (IN CLASS)</td>
<td>FACE-TO-FACE (IN CLASS)</td>
</tr>
<tr>
<td>GRADE 10</td>
<td>ONLINE DISTANCE LEARNING (OUT OF CLASS)</td>
<td>FACE-TO-FACE (IN CLASS)</td>
<td>ONLINE DISTANCE LEARNING (OUT OF CLASS)</td>
<td>FACE-TO-FACE (IN CLASS)</td>
<td>ONLINE DISTANCE LEARNING (OUT OF CLASS)</td>
</tr>
</tbody>
</table>

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TERM 3 (Classroom Based Learning)

This is already a pure classroom based learning wherein students will be required to go to school five times a week. All lessons, performance tasks, and assessments will be done in school.

SAMPLE CLASS SCHEDULE (Term 2)

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRADE 7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>FACE-TO-FACE (CLASSROOM- BASED INSTRUCTION)</td>
</tr>
<tr>
<td>GRADE 8</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GRADE 9</td>
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<tr>
<td>GRADE 10</td>
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CLASS SIZE

During the implementation of Hybrid Learning Modality for Second Term, the JHS Department will follow the recommendation of IATF on social distancing and shall implement a reduced class size with 15 to 20 students per classroom maintaining a distance of 1 meter apart. This is in accordance with the COVID-19 infection prevention and control measures.
STUDENT ACTIVITIES

School activities are integral part in the life of a learner. Despite of the limitations brought about by the Covid19 Pandemic, various student activities of the JHS Department will be carried out through different online platforms. Distance Learning activities (synchronous and asynchronous) will be provided to continuously hone students’ interests and potentials with the guidance of their animators and club officers while they are at home. These activities will provide a balance and an educational diversion from the scholastic life of students and challenges of the new normal. All student activities will be guided and consistent with the policies set by the Department of Education and the Preventive System of St. John Bosco.

Student leaders and volunteers will be actively present online particularly through the Student Helpdesk to assist fellow students in their needs and concerns.

Programs & Activities

Student Affairs Online Presence
Student Help Desk
Homeroom Program “KAMUSTAHAN”
Student Council & KUYA Program
Online Club Activities
Roles and Responsibilities of the Educatve Pastoral Community

To ascertain that every Bosconian receives the appropriate education that he deserves, harmonious collaboration among students, teachers, parents, and school leaders is essential. Through this, it is assumed that the learner can easily adapt to the new structure since he receives strong support from his learning community.

With this, the JHS Department designates for each stakeholder their roles and responsibilities.

A. Administration
1. Supervises the implementation of the curriculum and instruction.
2. Ascertain that all learning support system are in placed, specifically its technological capability, for the effective delivery of instruction.
3. Provides the necessary trainings for its faculty and staff.
4. Collaborates harmoniously with all the stakeholders of the department.

B. Faculty
1. Implements effectively the curriculum and instruction through
   a. planning meticulously lessons that are relevant and appropriate to the present time.
   b. preparing appropriate instructional materials and make them available to students at all times.
2. Administers assessments to students.
3. Provides Salesian assistance through
   a. being prudent when responding to queries and concerns of students and parents.
   b. being sensitive to the needs of students especially those with technological limitations.
4. Monitors students’ scholastic progress.
5. Collaborates harmoniously with all the stakeholders of the department, specifically the parents and students.
Roles and Responsibilities of the Educative Pastoral Community

C. Parents
1. Provide support, assistance, and guidance to their child/children.
2. Ensure that the home’s technological capability is satisfactory for their child/children to receive instruction and work on the tasks at hand with minimum disruptions.
3. Monitor their son’s learning progress.
4. Create a home environment that is conducive for learning through setting rules in the use of gadgets and imposing discipline most especially during distant learning sessions.
5. Collaborate harmoniously with all the stakeholders of the department, specifically the administrators and faculty.

D. Student
1. Be always punctual and prepared in attending classes (online or face to face).
2. Participates actively during discussion and works diligently on the assigned tasks.
3. Submits tasks on time.
4. Participates in school mandated activities,
5. Observes netiquette especially during synchronous learning sessions.
6. Follows school’s policies, rules and regulations.
7. Collaborates harmoniously with his teachers and parents during the teaching and learning process.
SAFETY AND SECURITY

In this difficult situation, the safety and security of all the stakeholders of the department are given utmost priority; thus, schools rules and regulations were modified, and will be implemented rigorously.

Modified School Rules and Regulations during the implementation of Hybrid Learning Model and Classroom-based Learning (Terms 2 and 3) SY 2020-2021

GENERAL POLICIES
- All students are required to wear their ID and face mask; NO student is allowed to enter the campus without ID nor face mask.
- Physical distancing must be observed at all times.
- Scanning of body temperature is required. Students with body temperature of 37.5 will not be allowed to enter the campus.

SPECIFIC POLICIES
1. Arrival to school
   - Students tap in upon entering the campus.
   - Students proceed immediately to the classroom.
   - Students are not allowed to stay and gather in the ground floor.
2. Morning Assembly
   - Morning assembly will be held once or twice a week in the classroom using video broadcast or any available virtual platforms.
   - No mass gatherings will be allowed.
3. Breaks
   - Students are encouraged to bring their snacks and lunch.
   - During recess, students will not be allowed to leave the classrooms.
4. Classroom/Shop Set-up /Arrangement
   - A maximum of 20 students will be accommodated in every classroom with a distance of 1 to 1.5 meters between students.
   - Before entering the classroom, students will sanitize their hands with isopropyl alcohol and their shoes on footbath mat.
5. Use of Canteens
   - Physical distancing markers will be placed in the canteen area.
   - Students will be allowed to buy and take their lunch in the designated dining areas only.
6. Library Use
   - Only two students per table are allowed.
   - A maximum 20 students will be allowed inside the library.
   - Physical distancing markers will be placed outside the library.
SAFETY AND SECURITY

cont.
7. Comfort Rooms
   - Only one student (per class) is allowed to go to the restroom.
   - Physical distancing markers will be placed near the restroom.
8. Line Formation/Mobilization
   - Physical distancing markers will be placed along the corridors.
   - Students will observe a 1.5 meter-distance from each other during mobilization to different learning venues.
9. Dismissal
   - Dismissal will be by class/level. A controlled dismissal of students will be observed in compliance with physical distancing.
   - Students will observe a 1.5 meter-distance from each other.
10. Holding Area after Dismissal
    - Students waiting for their parents and guardians will stay in the Savio Dome.
    - Students will be called when their parents/guardians have already arrived.
    - Physical distancing markers will be placed in the Savio Dome.
11. Uniform
    - Students will no longer be required to wear the prescribed school uniform.
    - Students should wear their IDs and face masks at all times.
12. Emergency Drills (Its guidelines will be coordinated with IAO)
13. Visiting Offices (Registrar, Accounting. Others)
   - Physical distancing will be observed when transacting business.
   - Physical distancing markers will be placed in the area near the office.
14. Visiting Chapels
   a. Adoration Chapel (lobby)
      - Only two students/persons are allowed inside the adoration chapel.
      - Students may pray and stay on the designated markers outside the chapel.
   b. Our Lady’s Chapel
      - Only two students per pew are allowed.
      - Students have to wait for their turn outside the chapel in the physical distancing markers.
15. Shops and Laboratories
    - There should only be a maximum of 20 students in the shops/laboratories to address social distancing.
    - Students are required to wear their protective equipment during shop/laboratory activities.
    - Physical/social distancing will be observed at all times.
    - Regular hand washing and sanitizing with safe water and soap, alcohol rub/hand sanitizer will be required.
    - There will be a regular disinfection of shops/laboratories after classes.
SCHOOL CALENDAR (SY 2020-2021)

Don Bosco Technical Institute of Makati is committed to ensure educational continuity amidst the challenges. The school calendar of the Junior High School Department follows the requirements of the Department of Education as stipulated on DepEd Memo No. 007 s. 2020 with some modifications to suit the needs of its learners.
LCP TIMELINE

April to MAY
- Technology Capacity Survey for Teachers, Parents, and Students
- Crafting of Learning Continuity Plan
- Enrollment (New)

JUNE to AUGUST
- Teachers’ upscaling and re-skilling
- Training and Workshop (Webinar)
- Curriculum Modification
- Students’ Orientation on the Learning Modalities
- Parents’ Orientation on the Learning Modalities
- Enrollment (Old)
- Free Bridging Program

AUGUST 24 to NOVEMBER 6

TERM 1
Mode: DISTANCE LEARNING
(Study from Home - SFH)
- ONLINE
  - Synchronous (Video Conferencing via Zoom/Google Meet)
  - Asynchronous (Online learning thru Genyo, Moodle, or Google Classroom)
- MODULAR APPROACH (Lesson Package)
- Platforms: Genyo, Moodle, Google Meet, Zoom App
- Schedule of Classes
  - Synchronous: 1x/week
  - Asynchronous: 2x/week

NOVEMBER 9 to FEBRUARY 12

TERM 2
Mode: HYBRID LEARNING
- Flipped Classroom
- P1 ONLINE LEARNING (Out Class)
- P2 DIRECT INSTRUCTION (In Class)
- P3 ONLINE LEARNING (Out Class)
- Platforms: Genyo, Moodle, Google Meet, Zoom App
- Schedule of Classes
  - Synchronous: 1x/week
  - Asynchronous: 2x/week

FEBRUARY 15 to APRIL 30

TERM 3
Mode: CLASSROOM-BASED LEARNING
- Schedule of Classes
  - Observe Regular Class Schedule

MAY 3 – 28
- Year End Activities

SY 2020-2021
JUNIOR HIGH SCHOOL

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## SCHOOL CALENDAR (SY 2020-2021)

<table>
<thead>
<tr>
<th>Inclusive Date/s</th>
<th>Activities</th>
</tr>
</thead>
</table>
| April - May        | Technology Capacity Survey  
|                    | - Teachers  
|                    | - Students  
|                    | - Parents  
|                    | Crafting of Learning Continuity Plan                                           |
| June 1 – 11        | Curriculum Re-engineering (Based on MELC)                                     |
| June 12 – July 12  | Vacation of Teachers                                                          |
| July 13            | Resumption of Work                                                            |
| July 14-31         | INSET (Seminar, Curriculum Re-engineering)  
|                    | - Understanding the Educational Landscape in the Time of Covid 19 Pandemic  
|                    | - Parents' Role in the Education of their Children in the Time of Covid 19 Pandemic  
|                    | - Module Making for Online Teaching and Learning  
|                    | - Conducting Online Teaching  
|                    | - Exploring Online Tools in Teaching                                           |
| August 3-14        | Bridging Program (2 weeks)  
|                    | Core Subjects                                                                 |
| August 17-21       | Preparation/Orientation                                                       |
|                    | Parents and Students’ Orientation  
|                    | - Learning Continuity Plan  
|                    | - Learning Management System  
|                    | - Pastoral Program  
|                    | - Academic and Technical Programs  
|                    | - Student Activities                                                           |
| August 24          | **Opening of Classes**                                                        |
| August 24 – Nov. 06| First Term (11 weeks)                                                          |
| Oct. 30 – Nov. 2   | Undas Break                                                                   |
| **November 4-6**   | **First Term Exams**                                                          |
| Nov. 09 – Feb. 12  | Second Term (12 weeks)                                                         |
| December 19        | Christmas Break                                                               |
| January 4          | Resumption of Work                                                             |
| January 5          | Resumption of Classes                                                          |
| **February 10-12** | **Second Term Exams**                                                          |
| February 15 – April 30 | Third Term (11 weeks)          |
| March 29 – April 2 | Holy Week Break                                                               |
| **April 28-30**    | **Third Term Exams**                                                          |
| May 03 -May 28     | Year-end Activities                                                            |
| May 27             | Moving Up (Tentative)                                                          |
| June 11            | End of Work                                                                   |
Resilience in the time of the COVID-19 Pandemic is the thrust of the Guidance Center of Don Bosco Makati. Since the commitment of "journeying with the young" is tremendously challenged due to the physical/social distancing being implemented to curtail the spread of the virus, the Guidance Center of Don Bosco Makati will use the progressive mode of dealing with the students, which is the online service.

Specifically, the Guidance Services would include:
- Information Dissemination of guidance activities/services through official FB page: DBTI Makati Guidance Center.
- Online counseling through Messenger
- Personality Tests/ Problem Checklist through Google Forms
- Guidance classes through video and/or zoom meetings
- Enrichment Services like Career Orientation, Realities of High school life, Mental Health etc. through video and or zoom meetings.
LIBRARY AND LEARNING RESOURCE SERVICES

The new normal for education requires us to revisit the services of the Library and Learning Resource Center (LLRC). The LLRC has shifted to offering services online and remotely. The LLRC is committed to continuing its support of the students' and faculty members' research, learning, and teaching endeavors.

In the coming terms, all classes have moved to distance and hybrid learning approaches. The LLRC aims to assist and help the library clients in accessing various e-resources and provide digital learning support. From quick questions to in-depth research, the LLRC staff are eager to help. The librarians are available to answer questions via the online chat service or through ASK the Librarian.

Library reopens to provide access to physical materials, but with reduced hours. Other services are limited or restricted. LLRC clients may enter the library building to pick up holds, select materials, and for limited computer use but will not be permitted to “loiter.” Physical distancing and wearing of face masks are required. Seating is arranged to allow for physical distancing (two students per table).

The LLRC is offering the following services applicable to all terms:

**Online Services:**
1. Lib-Online
2. Document Delivery
3. Online Library Instruction Program
4. Research Guide Tools
5. Ask The Librarian

**Direct Services:**
1. Borrow Book Direct (Students)
2. LLRC Book Delivery
3. Library-On-The-Go
4. Supervised Research
5. Internet Access
6. Photocopy and Printing Service
7. LLRC Book Drop/Book Returns Box
Details of online application and enrollment can be accessed at www.donboscomakati.edu.ph.

A. Application Procedures

1. Click the Admission Form button. Accomplish the Admission Form.
2. Submit a photocopy of the documentary requirements.
3. Pay the Application Fee plus your preferred mode of payment.

B. Online Payment Options

ACCOUNT NAME: DON BOSCO TECHNICAL INSTITUTE OF MAKATI, INC.
BPI  : 1885 1129 82
CHINA BANK : 1049 00 000278

Please send proof of payment to the Accounting office at dbmakati.accounting@one-bosco.org. Kindly write the Name of the Student and the Grade Level on the deposit slip.

The payment/deposit slips are validated by the School Accountant. The confirmation of your enrollment is the payment of the Application Fee and the Total School Tuition Fees.
It is believed that harmonious collaboration is built through effective communication. Therefore, the JHS Department provides the stakeholders particularly the parents and students the contact information of all concerned should there be queries, concerns, or clarifications that need to be addressed immediately. Likewise, said contact information will always be made available for those who need assistance and support. Actual contact information will be provided at the start of SY 2020-2021.

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<tr>
<th>Area of Concern/Office</th>
<th>Contact Person</th>
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<td>Christian Living</td>
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REFERENCES


FREQUENTLY ASKED QUESTIONS (FAQs)

Q: What if my son can’t attend synchronous classes or consultations?

The students or the parents should notify beforehand the class adviser and subject teacher of the absence during online classes. If the reason of absence is valid, a summary of lesson will be sent to your son by the learning area teacher.

Q: What platforms will the parents use to connect with the teachers, class advisers, and administrators?

All parents will be provided with contact numbers/email of teachers, class advisers, and school administrators.

Q: Will my son be required to wear his school uniform during synchronous classes?

Students will not be required to wear school uniform for school year 2020-2021. However, during synchronous classes, students must wear appropriate attire. Wearing of sando and/or shirt with printed vulgar words and designs is not allowed.

Q: Will there be opportunities for students to interact with each other online?

Moderated by the class adviser and guidance counselor, homeroom classes will be scheduled for students and teachers to interact with one another and to share their concerns, thoughts, and experiences. Also, during synchronous learning, lessons will be designed to provide opportunities for the students to virtually interact with one another through collaborative activities.
FREQUENTLY ASKED QUESTIONS (FAQs)

Q: Will Guidance counselors still be available during distance learning?

Through various online platforms, the guidance counselors will be available to listen and counsel the students to keep them mentally and emotionally healthy. They will also facilitate the homeroom guidance sessions during synchronous classes.

Q: What role will class advisers play in online learning?

The class advisers will still perform their usual roles – assist the students in terms of their needs and concerns, guide them with regard to their deportment most especially during online classes, remind them of the things pertinent to their studies, and communicate regularly with them and with their parents on school matters.

Q: Will there still be masses, retreats, and other activities for spiritual formation?

Yes, there will still be Masses, retreats and other activities for spiritual formation. They will be done online and face to face with social distancing in the school campus when the situation allows them. Christian Living Classes will be conducted in both online and offline / modular for those who have no internet service at home.

Q: When will the students go back to school? How will their safety be ensured? What if we don’t want our son to go to school physically yet?

The health and safety of the students are our utmost priority. All our decisions as regards face to face learning modality are based on the IATF policies and guidelines. Once allowed, the school protocols on health and safety will be strictly enforced. However, the decision to allow the student to go back to school is given to parents for they know better what is good for their child/children.
FREQUENTLY ASKED QUESTIONS (FAQs)

Q: What support will the school provide for us and our son/s as we navigate online learning?

There will be a scheduled orientation for parents and students as regards Learning Continuity Plan and the use of the different Learning Platforms. Likewise, teachers will be present online to assist their students’ needs.

Q: What will happen to the application part of the technical curriculum if pure distance learning will be implemented for SY 2020-2021?

The Technical curriculum will focus on competencies where both theories and practice can be taught online / modular. It will make use of demonstration method of teaching and learning, and the performance tasks will be more of the Do It Yourself tasks making use of the alternative tools and available materials at home.

Q: How will the grades be computed especially during distance learning? What about the attendance and conduct of students?

Grades for both academic and technical are computed based on written works, Performance Task, and Term/Summative Assessments. The conduct grade will be based on his online deportment, attendance during online classes and activities, and his diligence in accomplishing given tasks.

Q: How will the school administer assessment to its students?

During distance learning, assessment will be administered either through online or modular. To promote academic honesty during assessment, the department will make use of open ended or reflective type of tests.
Q: With the distance learning, how can academic dishonesty be handled?

The teachers will rigorously check learning outputs using online platforms for plagiarism. Academic activities will be designed in a way that students will be given the opportunity to answer them independently, creatively, and honestly.

Q: Is it possible for my son to have modular learning modality for the entire school year? If yes how do we go about it?

Should parents decide to choose modular learning for their son for the entire school year, they must write a letter of request to the Office of the Principal for approval two weeks before the opening of classes.

Q: For students who are taking modular learning, how will they reach out to their teachers for consultations?

A list of contact numbers of teachers will be provided to parents and students, and an appointment can be set with the teacher for online consultation.

Q: What will the school do to help lessen the workload of students in consideration with screen time?

Daily class schedule is reduced and health break is provided in between classes. In addition, there will be integration of activities across learning areas to lessen requirements.

Q: Why are books still required?

For distance learning modality, it is important for students to have credible resources. Textbooks in printed copy are preferred than e-books to reduce the screen time of the students.
FREQUENTLY ASKED QUESTIONS (FAQs)

Q: How will the Physical Education be implemented given the online learning modality?

The curriculum will be revised such that it can be done through demonstration method of teaching and learning.

Q: Will the Student Council still be active?

Selected student leaders particularly the Student Council officers (Grade 7 to 9) of school year 2019-2020 will be tapped to be the interim Student Council for 2020-2021 to lead the studentry and to spearhead the student activities for this school year.

Q: Will there still be co-curricular and extra-curricular activities?

Co and extra-curricular activities that can be done virtually will still be implemented. These online activities will be designed by the animators and student leaders to provide a balance and educational diversion from the scholastic life of students and from the challenges of the new normal. All student activities will be guided by the policies set by the Department of Education and will be consistent with the Preventive System of Education of St. John Bosco.

Q: How will the teachers monitor the progress of their students?

Teachers will monitor their students’ progress through an accomplishment report, which will be submitted at the end of the week to the Area Head. Through this, they will know who among their students need immediate attention.