SALESIAN EDUCATION and EVANGELIZATION in DON BOSCO

A Learning Continuity Plan in the time of COVID-19
1. RATIONALE

The current pandemic has brought a lot of challenges and changes in most communities, workplaces and even households. Many adjustments in lifestyles and modifications in the way businesses work have to be made, just to cope with the demands of this unusual situation. The continuous extension of community quarantine implementation has caused inevitable conditions among everyone; from being uncertain and feeling distress, to eventually learning to embrace a “new normal”. Greatly affected by such is the school system; hence, this Learning Continuity Plan (LCP) is drafted to somehow lessen the uncertainties and distress, as regards the school learning of Don Bosco Makati Senior High School students.

This LCP purports to present the holistic programs of the institution from academic to pastoral. In this most opportune time to promote a NURTURING learning environment, this is a calling to every member of the Educative Pastoral Community to be compassionate to the conditions and needs of the students, teachers and parents. Thus, this LCP is developed to be RESPONSIVE to the current situation. It employs INNOVATIVE and RESEARCH-ORIENTED delivery modes and instructional strategies that would maintain QUALITY EDUCATION in this new face of school system.

*CONCEPTUAL FRAMEWORK and DEFINITION OF TERMS are presented in the institutional LCP.*
2. DEPARTMENTAL PROGRAMS

LEARNING CONTINUITY PLAN
A.Y. 2020 – 2021

TRANSITION PERIOD FOR NEW ACADEMIC YEAR
APRIL – MAY
(ECQ – MECEO)

JUNE – AUGUST
(GCQ)

TERM 1
AUG. 17 – OCT. 29
(GCQ - MGCQ)

TERM 2
NOV. 11 – FEB. 12
(MGCQ - NN)

TERM 3
MAR. 1 – MAY 14
(8N)

☐ Crafting of Learning Continuity Plan
   (April 13, 2020)
☐ Survey on Students Capability to Participate in an Online Learning
   (May 11 – August)
☐ Teachers’ Needs Analysis on Distance / Remote Learning
   (May 19 – 21, 2020)
☐ Finalization of Learning Continuity Plan
   (May 25 – 29, 2020)
☐ Release of Detailed Learning Continuity Plan
   (May 30, 2020)

☐ Teachers’ Upskilling, Reskilling and Cross-Skilling
   (July 13 – 21, 2020)
☐ FREE Bridging Program (Synchronous & Asynchronous) on
   Selected Specialized Subjects for Incoming Grade 12
   (August 3 – 14, 2020)
☐ Students’ Orientation
   (Synchronous and Asynchronous) and
   FREE Webinars on Selected Topics for Incoming Grade 11
   (August 3 – 14, 2020)
☐ Parents’ Orientation
   (TBA – Synchronous and Asynchronous)

☐ Mode: DISTANCE LEARNING
  □ Learning Approaches:
    (Flexible Options Depending on the Capability of Students)
    • Purely ONLINE (synchronous & asynchronous)
    • Offline (non-digitized & digitized) INSTRUCTIONAL MATERIALS (IM) + ONLINE
    • Offline (non-digitized) Instructional Materials (IM) + Online
    • Purely OFFLINE – Modular Delivery
  □ Platforms:
    • GOOGLE APPS FOR EDUCATION (GAFE)
    • MOODLE (Assessment)
  □ Schedule of Classes:
    • Core, Applied, and Specialized Subjects: 50 mins 2x a week
    • CL: 50 mins / week
    • HFCPE: 30 mins / week
    • Other Blocked Periods: Adviser, Guidance, and Consultation

☐ Mode: HYBRID LEARNING
  □ Learning Approaches:
    • FACE-TO-FACE (50%):
      Direct Instruction
    • ONLINE (50%):
      Asynchronous (Flipped Classroom, Self-paced)
  □ Platforms:
    • GAPE
    • MOODLE
  □ Schedule of Classes (Reduced Class Size)
    2 Days – On-site
    2 Days – On-line

FIRST TERM BREAK: OCT. 30 – NOV. 8
SECOND TERM BREAK: FEB. 15 – FEB. 26

PHYSICAL DISTANCING protocols will be STRICTLY observed.

☐ Mode: CLASSROOM-BASED LEARNING
  □ Learning Approaches:
    • FACE-TO-FACE (80%):
      Direct Instruction, Cooperative Learning etc.
    • ONLINE (20%):
      Asynchronous (Flipped Classroom, Self-paced)
  □ Platforms:
    • GAPE
    • MOODLE
  □ Schedule of Classes
    • Regular Class Schedule
      (Wednesday/Friday Off)

- Schedules are tentative. Changes may be posted thru our website and Facebook page.
- Adjustments may be done based on IATF recommendations.
2.1 Bridging Program for Selected Specialized Subjects of Incoming Grade 12

The Bridging Program is one of the Learning Support Programs provided by the SHS Department. It aims to connect the gap between the unmastered competencies or competencies that necessitate emphasis, and the higher-level subject competencies to be taken up on the following term. Some of the essential competencies or pre-requisites for the higher-level subjects of the incoming Grade 12 students are offered in this program.

Below are the subjects to be included in the Bridging Program schedule on August 3 to 14, 2020:

<table>
<thead>
<tr>
<th>Strand</th>
<th>Subjects</th>
<th>Schedule / Number of Hours</th>
<th>Mode of Delivery</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABM</td>
<td>Accounting 1</td>
<td>90 mins 2x a week</td>
<td>Synchronous, Asynchronous, (Cluster Work, Individual work)</td>
<td>“COMPLETED” remark will mean proceeding to higher-level subject. However, “NOT COMPLETED” remark will mean enrolling to an enrichment class with fees, while being allowed to take the higher-level subject during the first term.</td>
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<tr>
<td>STEM</td>
<td>Basic Calculus</td>
<td>90 mins 2x a week</td>
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<tr>
<td>HUMSS</td>
<td>Discipline and Ideas in the Social Sciences</td>
<td>90 mins 2x a week</td>
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<tr>
<td>AD</td>
<td>Lay-out Design for Print Media</td>
<td>90 mins 2x a week</td>
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</tbody>
</table>
2.2 Teachers’ Upskilling, Reskilling and Cross-Skilling (Faculty Development Program)

The utilization of different methods of Blended Learning, particularly the use of Flipped Classroom has been a normal teaching approach for SHS Salesian Educators. While the teachers have concrete experiences in utilizing technology in the educative process, upskilling, reskilling and cross skilling are necessary to maintain quality in the delivery of instruction in this time of migrating teaching-learning online.

Salesian Educators will undergo series of trainings on the following topics from the experts of UPOU and Google for Education Philippines thru the kindness of Don Bosco Press:

* *Learning Continues: The Different Models of Remote Teaching in the Time of COVID-19 Pandemic and Thereafter*
* *Learning Continuity Plans in the Time of COVID-19 Pandemic: Strategic Planning for Remote Teaching and Learning*
* *Learning Resources for Remote Instruction*
* *Designing Learning and Keeping the Learner Engaged in Remote Instruction*
* *Learner and Teacher Support in Remote Instruction*
* *Assessment in Remote Instruction*
* *Quality Assurance in Remote Teaching and Learning*

and from other resource speakers who will share about:

* *Behavior and Attitude in Virtual Classrooms*
* *Creating meaningful and engaging Flipped Classroom videos*
* *Online Assessment of Student Performance utilizing Moodle*
* *G-Suite for Education*
2. 3 Preparatory Programs for Students and Parents

2.3.1 Webinar for Students
Conditioning students to cope with the “new normal” is crucial. Some topics related to Self-Management and Bosconians’ Resiliency in times of Uncertainty and Responsible use of Technology will be offered; while, a special topic re: Intro to Research will be given to the incoming Grade 11 students through a webinar. Details will be posted thru the SHS official Facebook page: Don Bosco Makati – Senior High School.

2.3.2 Students’ Orientation – Incoming Grade 11
One of the most important activities of the department that every Grade 11 student should participate in is the students’ orientation. This is usually administered before the opening of classes, every school year. The different programs of the department such as Academic, Student Discipline and Decorum, Guidance and Pastoral are presented and discussed during this orientation. This school year, the orientation will be done thru a webinar approach (synchronous) on a specific date; however, it will be recorded and will be made available on a later date (asynchronous). Monitoring measures will be implemented in order to ensure that all Grade 11 enrollees have participated in the webinar and have understood the different programs of the department. Details will be posted thru the SHS official Facebook page: Don Bosco Makati – Senior High School.

2.3.3 Securing One-Bosco Email Account
All students, faculty and employees of Don Bosco Makati are expected to use the institutional email account in most school communication and transactions. One-bosco.org is assigned for faculty and employees, while students have donbosco.edu.ph. The procedures on how to secure an institutional account will be posted thru the SHS FB page for the benefit of new students.

2.3.4 Parents Orientation
The Orientation will be done in synchronous and asynchronous manner. This is an opportune time for parents and guardians to raise concerns and clarify points regarding the department’s LCP. At the end of the activity, participants will be asked to send a conformation form as measure that they were able to watch the orientation. (Date and Time will be posted at the SHS FB page soon.)
## 3. IMPLEMENTING GUIDELINES

### 3.1 ACADEMIC

#### TERM 1 (August 17 – October 28)

<table>
<thead>
<tr>
<th>Delivery Mode</th>
<th>Pedagogy</th>
<th>Class Activities/Time Allotment</th>
<th>Learning Experiences</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DISTANCE LEARNING</strong></td>
<td><strong>Inquiry-Based Learning</strong></td>
<td>4- Day Learning Cycle Model</td>
<td>Synchronous</td>
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<tr>
<td></td>
<td><strong>This approach encourages students to ask questions and consider what they want to know. The students see the teacher as a supportive figure who provides guidance and support throughout their learning process like a facilitator, a model or a delegate.</strong></td>
<td>Core, Applied - 90 mins; twice a week</td>
<td>*Log in,</td>
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<td>Specialized - 60 mins; thrice a week</td>
<td>*Mood Setting,</td>
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<td>HOPE (30 mins per week)</td>
<td>*Opening *Prayer,</td>
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<td></td>
<td>CL (30 mins; thrice a week)</td>
<td>*Lesson Presentation/ Discussion (max. of 20 mins.)</td>
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<td></td>
<td><strong>Direct Instruction</strong></td>
<td><strong>Weekly Activities:</strong> Adviser’s Period – 60 mins; once a week</td>
<td>Synchronous or Asynchronous</td>
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<tr>
<td></td>
<td><strong>This approach relies on explicit teaching through lectures and teacher-led demonstrations. In here, students see the teacher as a formal authority, an expert or a model.</strong></td>
<td>Consultation Period – 60 mins; twice a week</td>
<td>*Giving of Instructions and Tasks</td>
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<td>Guidance Period – 60 mins; twice a week</td>
<td>*Formative Assessments:</td>
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<tr>
<td></td>
<td></td>
<td>Departmental/EPC Mass (as announced by the Pastoral Office)</td>
<td>Q and A, Drills,</td>
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<tr>
<td></td>
<td><strong>Flipped Classroom (Modified)</strong></td>
<td><strong>Weekly Activities:</strong> Adviser’s Period – 60 mins; once a week</td>
<td>e.g. Kahoot Quiz,</td>
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<td><strong>This approach basically replaces the delivery of lesson in the classroom with uploaded lessons in an online platform. Students watch and study pre-recorded lesson videos of teachers discussing the lessons and accomplish activities attached in each video, at home.</strong></td>
<td>Consultation Period – 60 mins; twice a week</td>
<td>*Summative Assessments:</td>
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<tr>
<td></td>
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<td>Departmental/EPC Mass (as announced by the Pastoral Office)</td>
<td>*Long Written Works</td>
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<td></td>
<td>*Performance Tasks</td>
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<td></td>
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<td></td>
<td>*Major Exams</td>
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<td></td>
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<td></td>
<td><strong>Asynchronous</strong></td>
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<td></td>
<td></td>
<td></td>
<td>*Watching Lesson Videos</td>
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<td></td>
<td></td>
<td>*Reviewing PowerPoint Lectures</td>
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<td></td>
<td></td>
<td></td>
<td>*Group works /Individual work</td>
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<td></td>
<td></td>
<td>*Answering worksheets</td>
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<td></td>
<td></td>
<td></td>
<td>*Reading texts,</td>
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<td></td>
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<td></td>
<td>*writing papers,</td>
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<td>*story/film analysis,</td>
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<td></td>
<td></td>
<td>*conducting experiments,</td>
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<td>*doing hands on tasks</td>
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<tr>
<td><strong>2. Modular</strong></td>
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<td><strong>Synchronous</strong></td>
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<td></td>
<td>Lessons and activities are delivered through modules developed by teachers.</td>
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<td>*Closure</td>
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<td></td>
<td></td>
<td></td>
<td>Synthesis, Reflection</td>
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<td></td>
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<td>*Log out</td>
</tr>
</tbody>
</table>
**1ST TERM BREAK (October 30 – November 8)**

**TERM 2 (November 11 – February 12)**

<table>
<thead>
<tr>
<th>Delivery Mode</th>
<th>Pedagogy</th>
<th>Class Activities/ Time Allotment</th>
<th>Learning Experiences</th>
</tr>
</thead>
<tbody>
<tr>
<td>HYBRID LEARNING</td>
<td>Blended Learning: It is a combination of face-to-face learning in the classroom and online experiences.</td>
<td>2-days Shifting Schedule (Wednesday Off)</td>
<td>Face to Face Classroom Instruction</td>
</tr>
<tr>
<td></td>
<td>Flipped Classroom: This approach basically replaces the delivery of lesson in the classroom with uploaded lessons in an online platform. Students watch and study pre-recorded lesson videos of teachers discussing the lessons at home, and accomplish activities in the classroom.</td>
<td>Mon &amp; Tues - 1st half of the class size</td>
<td>*Mood Setting,</td>
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<td>Thurs &amp; Fri - 2nd half of the class size</td>
<td>*Opening *Prayer,</td>
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<td>*Lesson Presentation/ Discussion (max. of 20 mins.)</td>
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<td>*Individual or Dyad (with distance) activities</td>
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<td></td>
<td></td>
<td>*Giving of Instructions and Tasks</td>
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<td></td>
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<td></td>
<td>*Formative Assessments: Q and A, Drills, e.g. Kahoot Quiz,</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td>*Summative Assessments: *Long Written Works</td>
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<td>*Performance Tasks</td>
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<td></td>
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<td>*Major Exams</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>*Closure Activities</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Weekly Activities:</strong> Adviser’s Period – 30 mins; once a week</td>
<td>ONLINE CLASS Asynchronous</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>*Watching Lesson Videos</td>
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<td></td>
<td></td>
<td></td>
<td>*Reviewing PowerPoint Lectures</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>*Accomplishing online tasks</td>
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<td></td>
<td>*Group Works</td>
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<tr>
<td>Face to Face</td>
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<tr>
<td>Online</td>
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<tr>
<td>Online Platforms</td>
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</tbody>
</table>

**Online Platforms**
- Google Classroom
- Google Meet
- Turnitin
<table>
<thead>
<tr>
<th>Delivery Mode</th>
<th>Pedagogy</th>
<th>Class Activities/ Time Allotment</th>
<th>Learning Experiences</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Face-to-face Learning</strong></td>
<td><strong>Blended Learning</strong></td>
<td><strong>Regular Class Schedule</strong></td>
<td><strong>Regular Classroom Routine</strong></td>
</tr>
<tr>
<td>In-person class meetings will transpire most of the time; while online platforms will still be used as a complementary means.</td>
<td>It is a combination of face-to-face learning in the classroom and online experiences.</td>
<td>(Fridays Off)</td>
<td><em>Opening Prayer</em></td>
</tr>
<tr>
<td><strong>Face to Face</strong></td>
<td><strong>Flipped Classroom</strong></td>
<td><strong>Regular Weekly Activities</strong></td>
<td><em>Checking of Attendance</em></td>
</tr>
<tr>
<td>In-person class meetings will transpire (80% of the total class hours, in a term). SHS students will observe social and physical distancing regulations.</td>
<td>This approach basically replaces the delivery of lesson in the classroom with uploaded lessons in an online platform. Students watch and study pre-recorded lesson videos of teachers discussing the lessons at home, and accomplish activities in the classroom.</td>
<td><strong>Assemblies</strong></td>
<td><em>Set Induction</em></td>
</tr>
<tr>
<td><strong>Online</strong></td>
<td><strong>Constructivist Learning</strong></td>
<td><strong>Institutional/Departmental Mass</strong></td>
<td><em>Lesson Presentation</em></td>
</tr>
<tr>
<td>Other online lectures and activities will still be delivered in an asynchronous manner through Google Classroom (other 20% of the total class hours, in a term.)</td>
<td>It makes learning happen when learners construct meaning by understanding ideas based on their own experiences.</td>
<td><strong>Regular Classroom Routine</strong></td>
<td><em>Formative and Summative Assessments</em></td>
</tr>
<tr>
<td><strong>Cooperative Learning</strong></td>
<td><strong>Cooperative Learning</strong></td>
<td><strong>Asynchronous</strong></td>
<td><em>Individual and Group Activities</em></td>
</tr>
<tr>
<td>It is an approach that divides the class into small groups to allow them learn new ideas and discover concepts together. It has 5 basic elements: Positive Interdependence, Face-to-Face Interaction, Individual and Group Accountability, Group Behaviors and Group Processing.</td>
<td><strong>Asynchronous</strong></td>
<td><em>Watching Lesson Videos</em></td>
<td><em>Reviewing PowerPoint Lectures</em></td>
</tr>
</tbody>
</table>

**START OF SUMMER VACATION (May 15, 2021)**

**YEAR-END ACTIVITIES (May 28, 2021)**
3.2 STUDENT AFFAIRS

To complement and enrich the various offerings of the Department, the Office for Student Affairs will implement, monitor and evaluate the following programs: STUDENT DISCIPLINE, STUDENT LEADERSHIP and STUDENT ACTIVITIES.

3.2.1 STUDENT DISCIPLINE

The Senior High School Department early on has already accepted that the use of technology like cell phones, laptops and other gadgets, are instrumental in the learning process of the students. That is why policies on the use of said technology have already been promulgated to ensure that their use is not abused in the school setting. With the full implementation of online classes next school year, the Department expects the students to translate their Bosconian character and values into their life in Social Media and in using technology.

3.2.1.1 ON ATTENDING ONLINE CLASSES

1. A student is expected to:
   1.1 find an appropriate place at home, free from noise and distraction
   1.2 be on time for his/her synchronous classes as attendance will be checked
   1.3 wear appropriate attire
   1.4 be visible for the whole duration of a synchronous class
   1.5 turn on/off the camera function of his/her computer/gadget as instructed
   1.6 mute/unmute the mic function of his/her computer/gadget as instructed
   1.7 respect the teacher and his/her classmates attending the online class
   1.8 be an active participant and contribute to the online discussion or activity
   1.9 access and accomplish asynchronous lessons and activities within the given time frame
   1.10 inform the teacher of his/her non-attendance in an online class ahead of time
   1.11 explain through email or messenger his/her absence from an online class to the teacher
   1.12 refrain from eating, doing other stuffs that are inappropriate for a synchronous class

2. Recording of synchronous classes is not allowed for any other purpose; except for self–review.
3. Sharing of recorded synchronous classes or teacher–made lesson videos thru any platform is strictly prohibited.
4. Online classes are still formal classes, so they are to be treated as such. Students who do not follow these rules may be removed from the online class and be marked absent.
3.2.1.2 ON THE USE OF SOCIAL MEDIA

Bosconians should always bear in mind the responsible use of technology. This includes even the use of their own social networking accounts (Facebook, Twitter, Instagram, Messenger, YouTube, etc.). Posting or sharing inappropriate content, using foul language, committing any act of bullying through any form of electronic media, posting inappropriate statements/comments against students or school personnel are considered a major offense, much more if the act places the name of the school in disrepute.

3.2.1.3 ON ACADEMIC HONESTY

As a Catholic educational institution, DBTI – Makati puts premium on academic honesty; therefore, students are expected to:

1. submit only scholastic requirements such as performance tasks (PeTa), assignments, reflection papers, projects, and research papers that are original or their own work; and
2. cite references and sources for ideas, concepts, and data obtained from tables, illustrations, figures, pictures, images, and videos that they used for their school requirements.
3. uphold the proper use of Internet, Social Networking Sites and Electronic Messaging
4. uphold honesty and integrity. Cheating in any form, may it be done during online tests or examinations or through required written reports is not allowed. The act of cheating includes, but not limited to the following:
   4.1 copying or allowing another student to copy from one’s test answers and/or projects by
   4.2 sending through online means. In the latter case, both parties are liable.
   4.3 communicating with another student or with any person in any form during an online examination or test. This includes leaking of examination questions.
   4.5 letting somebody take an examination or test or prepare required academic requirements on one’s behalf. If the parties involved are students, both are liable.
   4.6 Plagiarism and other forms of academic dishonesty.
MODIFIED CONDUCT ASSESSMENT

Even when the students are at home for the most part of the school year, the school still expects them to behave in the manner expected of Bosconians. Therefore, all school policies on discipline are still in place.

Considering the new set-up for the school year, a new way to assess the Conduct Grade of the students’ needs are to be carried out. The following are to be implemented:

Modified Conduct Criteria:

- Self-discipline (Time Management) 20
- Responsible use of Social Media & Technology 20
- Diligence and Honesty (school work-related) 20
- Behavior at home and in online classes (Sociability and Industry) 20
- Piety 20
- TOTAL 100 points

Conduct Assessment is to be done by the student (self-assessment), his/her parent/guardian, and teachers.

3.2.2 STUDENT LEADERSHIP

The Senior High School students have always been encouraged to take their share in the smooth running of the department. For this matter, various opportunities are given them so they can exercise leadership and responsibility. Despite the limitations of the current situation, the following Sets of Officers will still be created:

- Student Government
- League of Councilors
- Organization Officers

3.2.3 STUDENT ACTIVITIES

The activities of the Department will still be organized but modified to fit the current situation. The students, with the guidance and assistance of the teachers, will maximize the use of technology and social media to achieve this.
3.3 PASTORAL AFFAIRS

SALESIAN PASTORAL MINISTRY

“To form the young to become good Christians and upright citizens” this is the main goal of every school of Don Bosco. So too is Don Bosco Technical Institute Makati (DBTI). While the education and evangelization of the Bosconians is done in an integral and holistic approach, the academic and technical areas of DBTI are responsible and focused on the development of upright citizenship. Its Office of the Pastoral Ministry takes care of the Christian formation, with the Spiritual Moderator, who is a Salesian priest, at its helm. Together with him are the Christian Living Teachers-facilitators and the Pastoral Ministry Team members.

The Office of the Pastoral Ministry follows the teaching and learning mode that DBTI Makati adopts institution during this pandemic crisis. It looks at this new normal situation as an opportunity to be creative in doing the pastoral activities. 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.

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 Pastoral Ministry will conduct:

* Christian Living online, offline and face to face as the situation allows and dictated by the Institution;
* 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;
* 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.
4. ACADEMIC SUPPORT SERVICES

4.1 LIBRARY AND LEARNING RESOURCE CENTER

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 physical distancing (two (2) students per table).

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

<table>
<thead>
<tr>
<th>Online Services:</th>
<th>Direct Services:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Lib-Online</td>
<td>(Limited to 20 Students)</td>
</tr>
<tr>
<td>2. Document Delivery</td>
<td>1. Borrow Book Direct (Students)</td>
</tr>
<tr>
<td>3. Online Library Instruction Program</td>
<td>2. LLRC Book Delivery</td>
</tr>
<tr>
<td>5. Ask The Librarian</td>
<td>4. Supervised Research</td>
</tr>
<tr>
<td></td>
<td>5. Internet Access</td>
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<tr>
<td></td>
<td>6. Photocopy and Printing Service</td>
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<tr>
<td></td>
<td>7. LLRC Book Drop/Book Returns Box</td>
</tr>
</tbody>
</table>
4.2 GUIDANCE AND COUNSELLING PROGRAM

In consonance with the continuity plan of the department, the Guidance and Counselling Office has laid-out its modified programs and newly designed projects to support the teaching and learning process. Guidance services will continuously be available to the students in the coming school year.

The following are some of the planned modifications for their usual programs and projects:

**Online Counselling.** The typically face-to-face counselling will be done online through *Messenger*.

**Information Services.** The dissemination of information regarding Guidance Activities will be posted through its official *Facebook* page (Orientation on the importance of Mental Health during the COVID pandemic (A week before the opening of classes as proposed by DepEd))

**Testing.** Various Tests such as OLSAT, MBTI, DAT, BRIA, CPC, OLSAT, SRT, SMALSI will still be administered.

**Enrichment Online.** Guidance periods will be conducted online.

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5. GENERAL POLICIES

5.1 No ID, No Facemask, No Entry Policy will be strictly implemented.

5.2 Scanning of body temperature is required upon entry in the campus. Students with body temperature of 37.5 and above will be asked to stay at the designated holding area and will be attended by the school nurse.

5.3 Physical distancing must be strictly implemented. Visual markers will be placed in different areas of the campus to ensure its observance at all times.

5.4 All students and teachers are encouraged to be the HOPE (Hygienic, Obedient, Prayerful and Encouraging) member of the community.
# 6. ROLES AND RESPONSIBILITIES

<table>
<thead>
<tr>
<th>STUDENTS</th>
<th>SUBJECT TEACHERS</th>
<th>ADVISERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Attend classes on time and regularly. 2. Be prepared with all the necessary materials for classes. 3. Politely clarify/ask questions when something is not clear or not understood. 4. Accomplish tasks with quality and submit originally made outputs, on time. 5. Manage time well. 6. Politely comply with the requirements and rules set by the subject teachers/advisers during online or face-to-face learning sessions with them. 7. Participate in formation activities; such as Wellness Check-ins, Mentoring, Adviser’s Time, Online Mass, etc. 8. Maintain good physical health through exercise, proper nutrition, and adequate sleep. 9. Adhere with the procedures, policies and rules implemented by the Office of Academic Affairs, Office of Student Affairs and by the entire online learning program of the school. 10. Honestly inform parents of important communications coming from school authorities. 11. Seek guidance and take reminders from advisers. 12. Observe physical and social distancing in going and staying in school. 13. Wear mask and bring hand alcohol/sanitizers. 14. Never come to school when sick; or even with slight fever, cough or flu.</td>
<td>1. Plan lessons that are relevant and appropriate to the present learning environment. 2. Prepare appropriate online handouts and materials as guide for students’ learning, and make them available to students on time. 3. Be politely responsive to the queries and concerns of students and parents. 4. Check and record students’ attendance accurately. 5. Give clear and complete orientation re: Nature of the subject, Subject Requirements, Subject Rules and Agreement for an online session; and Subject Grading System. 6. Secure and measure learning by employing appropriate and valid synchronous and asynchronous activities/assessments. 7. Check outputs and give feedbacks on time. 8. Secure accuracy and clarity of instructional materials before uploading online. 9. Remind/ follow up or report to school authorities’ non-compliant students; whether in academic or conduct requirements. 10. Wear appropriate attire and make oneself presentable when conducting real-time or face-to-face classes with students. 11. Reports and receive instructions from ACH. 12. Model responsible use of technology and even social media platforms. 13. Observe physical and social distancing in going and staying in school. 14. Wear mask and bring hand alcohol/sanitizers. 15. Strictly implement social and physical distancing, wearing masks inside the classroom.</td>
<td>1. Attend advisers’ period on time and regularly. 2. Give accurate, complete and well explained announcement, orientations and reminders to advisory classes. 4. Manage schedule of giving announcements/ reminders, consultation and meeting with advisory classes. 5. Maintain and monitor due online and face to face behavior of advisory classes and initiate giving reminders or warnings when needed. 6. Make follow-up on reply slips or official letters with students. 7. Communicate students’ academic and conduct status with parents. 8. Observe protocol in handling, and reporting students’ concerns. 9. Observe physical and social distancing in going and staying in school. 10. Wear mask and bring hand alcohol/sanitizers. 11. Strictly implement social and physical distancing, wearing masks inside the classroom.</td>
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</tbody>
</table>

## PARENTS/GUARDIANS

As significant members of the Educative Pastoral Community (EPC) of Don Bosco Makati, the PARENTS/GUARDIANS are highly encouraged to:

1. Set up a study space and provide the technology needed by son/daughter.
2. Help son/daughter value both online learning and traditional face-to-face learning.
3. See to it that son/daughter establishes balance in studies and personal activities.
4. Check up on son’s/daughter’s academic progress and emotional being.
5. Provide supply of masks, alcohol or hand sanitizers to be used by son/daughter in going in and out of the campus.
6. Never send son/daughter to school when sick; even with slight fever, cough or flu.
7. Communicate concerns to proper school authorities and observe school protocol.
7. RECOMMENDED TECHNOLOGY

**DESKTOP**
(Minimum Requirements) Intel Core i3 – i9 Processor or equivalent processor speed for Non-intel based computer.

**Chromebook and Macbook** with equivalent processor specification are acceptable.

**LAPTOP**
Windows Laptop
Intel Core i3 – i9 Processor or equivalent processor speed for Non-intel based laptop.

**TABLET/SMART PHONE**
Any brand running on Android OS version 8 or higher. Recommended processor speed of 1.2 – 2.2 GHZ or higher.

*Note: Existing personal computers with higher processor specification than those listed are acceptable.*

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8. REFERENCES


