Enclosure No. 4 to DM No. \_\_\_\_\_\_\_., 2019

**ELLN Digital Forms for Technical Assistance Providers**

 **( School Heads, Education Program and District Supervisors)**

**ELLN Digital Form 4.3.1- ELLN Digital Summary of School Reports**

 ELLN Digital Summary of School Reports (to be accomplished by the Education Supervisor and Public Schools District Supervisor, based on the School Reports submitted by the School Heads). This report, together with annexes will be used to determine issuance of CPD credits to teachers.

Name of Education/District Supervisor:

District/Division: Period covered: November 2019 to March 2020

 ***Part A. School Reports Submission***

|  |  |  |  |
| --- | --- | --- | --- |
| Name of School Head | Name of School | Submitted School Report(/) | Did not submit School Report(/) |
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**Part B. Implementation Concerns Please tick all relevant items.**

1. The School Reports show that the most common difﬁculties or concerns reported have to do with:

 \_\_\_ Independent study of the course

\_\_\_ Collaborative learning in the LACs

\_\_\_ Practice based study

\_\_\_ Others (please specify)

1. Summarize the difﬁculties or concerns reported by the School Heads in the School Reports.

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1. Summarize the perceived gains reported by the School Heads in the School Reports.

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***Part C. Observations***

1. Number of LAC sessions observed: \_\_\_\_\_\_\_\_\_\_\_\_\_

2. Specify the names of the schools and School Heads/LACF whose LAC session/s you observed, and the date/s of observation. Ex. Jose Rizal ES, Juan de la Cruz, 10-08-18, 2 sessions OR Jose Reyes Memorial ES, Eva San Juan, 10-10-18, 10-11-18

|  |  |  |  |
| --- | --- | --- | --- |
| Name of School Head/LACF | Name of School | Date | Significant Observation for the LACF |
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1. What positive aspects did you observe? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. What challenges did you observe? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. What recommendations did you make to the School Heads/LACF after the session?

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Annexes (List the names of the schools whose report copies are attached as submitted School Reports as Annexes)

Prepared by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

<EDUCATION PROGRAM/DISTRICT SUPERVISOR> <SIGNATURE OVER PRINTED NAME>

**ELLN Digital Form 4.3.2 - Anecdotal Record/Notes**

Anecdotal Record/Notes on communication with School Head Form 2. Sample Anecdotal Record / Notes on communication with School Head (to be accomplished by the Education Supervisor and Public Schools District Supervisor

Name of School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

District/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name of School Head: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Part A. School Reports Submission

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| Date spoken to/Date of interaction | Notes |
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Prepared by:

<EDUCATION SUPERVISOR> <SIGNATURE OVER PRINTED NAME>

 Date:

**ELLN Digital Form 4.3.3 - School Report Template**

ELLN Digital School Report Template (to be accomplished by the School Head)

Name of School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Division District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Total # of K to 3 Teachers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Module completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total # of LACs: \_\_\_\_\_\_\_\_\_\_ Dates of LAC sessions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Completion of Module

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| --- | --- | --- |
| Name of Teacher | Complete | Incomplete |
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1. Independent learning component (ELLN Digital Courseware)

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| --- | --- | --- |
| Problem/s encountered | Response | Best practice/innovation |
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1. Collaborative learning component (ELLN Digital LAC sessions)

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| Problem/s encountered | Response | Best practice/innovation |
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1. Classroom implementation (Assignments and Tasks)

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| --- | --- | --- |
| Problem/s encountered | Response | Best practice/innovation |
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Prepared by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

<SCHOOL HEAD> <SIGNATURE OVER PRINTED NAME>

Date:

Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

<EDUCATION SUPERVISOR> <SIGNATURE OVER PRINTED NAME>

Date:

**ELLN Digital Form 4.3.4 -**LAC Session Observation Guide

LAC Session Observation Guide (To be accomplished by the School Head; District and Education Program Supervisors)

|  |  |
| --- | --- |
| School:  | District: |
| School Head:  | No. of teachers present: |
| Name of LacF:  | ELLN Digital Module  |
| LAC Session No.  | Lesson No. |

Part A. Session components   For each item, tick Yes (done) or No (not done) as the case may be, and note down your observations or comments in the last column.

|  |  |  |  |
| --- | --- | --- | --- |
| Expected Behaviors per Component | Yes | No | Evidence/Comments |
| 1. Review of previous LAC session: |  |  |  |
| a) Topics discussed previously and action steps implemented are brieﬂy reviewed. |  |  |  |
| 2. Sharing and discussion of assignments (small groups)  |  |  |  |
| a) LAC members are divided into smaller groups as needed. |  |  |  |
| b) LAC members brought their assignments. |  |  |  |
| c) LAC members discuss assignment outputs openly, following the guide questions posed by the LacFs. Discussion stays focused. |  |  |  |
| d) LacF moves around the room, listens to small- group discussion, and provides feedback as necessary. |  |  |  |
| e) The small-group discussions are completed within the allotted time. |  |  |  |
| 3. Plenary Discussion |  |  |  |
| a) Group representatives take turns presenting the assignment outputs and/or consolidated group answers to the question/s posed. |  |  |  |
| b) The LacF keeps the discussion going, and encourages everyone to participate and share their insights. |  |  |  |
| c) LAC members seem comfortable working together / collaborating on lesson plans and other activities as needed. |  |  |  |
| d) The session time is used effectively. |  |  |  |
| e) The overall atmosphere is relaxed and friendly, and there is open exchange of ideas and insights. |  |  |  |
| 4. Introduction to the next lesson |  |  |  |
| a) The LacF introduces the topics in the next lesson brieﬂy and clariﬁes details of the assignment as needed. |  |  |  |
| 5. Accomplishment of forms |  |  |  |
| a) The forms are ready for distribution. |  |  |  |
| b) All LAC members complete the form and submit them to the LacF before leaving the session. |  |  |  |
| Part B. Other observations |  |  |  |
| 1. Were there any deviations from the LacF Guide? If so, do you think the deviations were necessary? How and why? |  |  |  |
| 2. What was the best part of the session? |  |  |  |
| 3. What are some points for improvement? |  |  |  |
|  |  |  |  |

Prepared by:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

<SCHOOL HEAD/DISTRICT/EDUCATION PROGRAM SUPERVISOR> <SIGNATURE OVER PRINTED NAME> Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_