



**HOLY ROSARY MINOR SEMINARY  
LEARNING AND FORMATION  
CONTINUITY PLAN**

**(FORMATION AT HOME)**  
*in view of the “New Normal”*

**Formation Year 2020-2021**



## TABLE OF CONTENTS

<b>Introduction</b>	-----	<b>4</b>
<b>General Objective</b>	-----	<b>4</b>
<b>Specific Objective</b>	-----	<b>4</b>
<b>Guidelines</b>	-----	<b>4</b>
<b>Enrollment</b>	-----	<b>4</b>
<b>Classes</b>	-----	<b>5</b>
<b>School Fees</b>	-----	<b>8</b>
<b>Assessment of Learning</b>	-----	<b>8</b>
<b>Orientation</b>	-----	<b>8</b>
<b>Daily Journaling</b>	-----	<b>9</b>
<b>Daily Horarium</b>	-----	<b>9</b>
<b>Program Matrix for Academic Formation</b>	----	<b>9</b>
<b>Program Matrix for other aspects of Formation--</b>		<b>9</b>

## I. INTRODUCTION

Confronted by COVID 19 Pandemic, education institutions are challenged on how they would continue their operation. They begin to explore varied ways in which they could deliver their services outside the conventional but not sacrificing the actualization of their vision, mission, and goals.

It is in this light that the administrators of the Holy Rosary Minor Seminary conceptualized this proposed program. It is aimed at providing holistic formation to minor seminarians in the midst of Enhanced Community Quarantine (ECQ). It espouses the idea of tapping the parents as active collaborators in the formation of young individuals toward priestly vocation. Tagged as *Minor Seminary Formation at Home*, the program is the concrete response of the institution to the crisis posed by the novel corona virus pandemic.

## II. GENERAL OBJECTIVE

At the end of the Community Quarantine, the Holy Rosary Minor Seminary should be able to translate effectively her vision and mission in the lives of seminarians through the customized program, *“Holy Rosary Minor Seminary Formation at Home: A Learning and Formation Continuity Plan in view of the New Normal.”*

## III. SPECIFIC OBJECTIVES

In the course of the Community Quarantine, the minor seminarians should be able to:

1. recognize the value of God in their pursuit of priestly vocation even in the midst of this pandemic through their daily reflections and journals,
2. exhibit the Most Essential Learning Competencies (MELCs) called for by every academic subject, and
3. perform activities that promote community, spiritual, human, and socio-pastoral attributes.

## IV. GUIDELINES

### 1. Enrolment.

There are 2 options for Enrollment:

- a. Online Enrollment - this is already on-going. Enrollees have to click the link [https://docs.google.com/forms/d/e/1FAIpQLSf-ZRx\\_Gkq01ljwyznJ5Z0E8imm4fVE0Z8ugTsaBc4mWT4oA/viewform?usp=pp\\_url](https://docs.google.com/forms/d/e/1FAIpQLSf-ZRx_Gkq01ljwyznJ5Z0E8imm4fVE0Z8ugTsaBc4mWT4oA/viewform?usp=pp_url)

There will be NO PHYSICAL ENROLLMENT until the Second week of June. Please refer to *Appendix A* for the Steps for Online Enrollment.

- b. On-site Enrollment - you will have to go to the Registrar's Office to enroll in person. ON-SITE ENROLLMENT SHALL BEGIN ON THE 3RD WEEK OF JUNE.

The Schedule is as follows:

June 15 and 23 - Grade 7

June 16 and 24 - Grade 8

June 17 and 25 - Grade 9

June 18 and 26 - Grade 10

June 19 and 29 - Grade 11

June 22 and 30 - Grade 12

(Please refer to *Appendix B* for the O-S-O-R-T Procedure).

## 2. Classes

- a. Official start of online classes will be on **August 24, 2020**.
- b. **The Mass of the Holy Spirit** is scheduled on August 23, 2020 (Sunday) which will be presided over by the Archbishop. All seminarians are directed to watch the live-streamed Mass at the ARCHDIOCESE OF CACERES Facebook Page which shall start at 9:00 a.m. The Mass will be live from the Holy Rosary Preparatory Seminary, San Jose, Camarines Sur.
- c. **Distant Learning Instruction** through online will be utilized as mode of learning. Distant learning is the most viable for independent learners and learners supported by periodic supervision of parents or guardians.

*Features:*

- No face-to-face learning delivery. No probability of viral exposure.
- Feedback can be done as long as there is an internet connection either through video call or e-mail or chat.

*Delivered through:*

- The Learning Management System (LMS).
  - Online platforms
  - Printed Modules
- d. **Learning Management System and other platforms.** The Seminary shall avail only of the free platforms for Learning Management System (LMS). The Institution shall use the Google Classroom as its MAIN LMS and other platforms such as *Messenger*, and *Youtube* will also be utilized.
  - e. **Delivery.** Classes will be delivered through
    - ✓ Live/recorded Videos
    - ✓ For modules: G-mail
    - ✓ Printed modules to be picked-up by parents or guardians.

The basic way of delivering the lessons is through the *Google Classroom*. E-mail accounts will be provided by the Seminary for the students thru their respective advisers. And so, even if a seminarian cannot join the live video classes or cannot access the recorded video classes due to some reasons, i.e., unstable internet connection, there is nothing to worry because *Google Classroom* can be accessed even by using mobile data.

However, if the seminarian cannot really avail of internet connections, printed modules shall be given. The teacher can send the Learning Module through the institutional e-mail of the seminarian and then the seminarian can download it from the nearest place from their homes where there is an internet connection (Parish convent or from relatives) and then print it or the school may print the modules and parents/guardians shall take them from the schools, however, the module that shall be given may already be good for 2 weeks or even 1 quarter. Furthermore, teachers can just make a phone correspondence to these students taking the modular method in order to follow up their progress.

f. **Requirements.** In connection with the above, seminarians need to have the following as minimum requirements:

- ✓ G-Mail Account (to be provided by the Seminary)
- ✓ Facebook Account

g. **Schedule of Classes.** The seminarians shall follow a schedule of classes. If a seminarian cannot follow the schedule due to some reasons, i.e., unstable internet connection, availability of gadget, etc., he can just watch the recorded video at a later time within the day when situation already permits.

The purpose of this schedule is to serve as a guide for seminarians and to ensure that a time is dedicated for each subject. Seminarians who are doing the Modular learning thru e-mail have no problem since the materials for are already on hand.

h. **Learning studio.** During online classes, each classroom is to be designated as a “learning studio” per grade level since the seminary has only one section per grade level.

i. **Screen-time and Online Video Classes.** The screen time of seminarians should be minimized. Online Video classes do not mean being on-screen all the time. Hence, there will be a limited number of time per day for the screen-time of seminarians. The remaining periods will be a Performance-based classes. Each subject will only have 1 hour each week of screen time. Even so, teachers are not even required to consume the entire 1-hour for the video classes.

j. **Live lectures** (thru Google Meet) need to be recorded at the same time and should be readily accessible for the sake of those who missed them. **ONLY THE TEACHERS ARE AUTHORIZED TO RECORD THE MEETING.**

k. **Training.** Training for all teachers and formators regarding online learning should be conducted.

l. **Reporting.** Teachers will be required to report on August 3, 2020 to do the learning materials/modules.

Teachers are on a Work-from-home basis due to the increasing COVID cases in Naga City, however, if their internet connection at home seems unstable, they are freely welcome to use the Seminary’s

facilities for online lectures and other works provided that the safety protocols are observed, i.e., wearing of face masks, foot bath, thermal scanning and alcohol sanitation.

- m. **Progress Reports.** Progress Reports of students will be done weekly (Saturday) to see whether the objectives for the week are met or not, if improvements needed to be done or strategies need to be re-evaluated. This will be submitted to the Principal thru email at [frjed@gbox.hrms-jshs.edu.ph](mailto:frjed@gbox.hrms-jshs.edu.ph) every Saturday of the week.
- n. **Online Class Rules.** Certain rules are to be set in attending an online activity, e.g. video cannot be disabled, observe proper decorum, etc. (To be made in cooperation with the teachers).
- o. **Learning Modules.** Teachers can already prepare their learning modules good for one quarter or more, however, they need to send them to seminarians on a **weekly basis thru their Google Classrooms** (for online) or **Institutional G-mail account** (for modular).
- This will be done every **FRIDAY** preceding the intended class week.
- Teachers need to furnish the Principal a copy of their Learning Modules; thus, teachers should add the Principal [frjed@gbox.hrms-jshs.edu.ph](mailto:frjed@gbox.hrms-jshs.edu.ph) in each of their Virtual Google Classroom or just send it to the aforementioned email.
- Books will no longer be required since there are already learning modules. However, it is commendable and advantageous for students to have them.
- p. **Facebook Groups.** Facebook Groups will be created for each subject where subject teachers can have correspondence with his/her students. The same thing goes for each grade level which will be moderated by class advisers.
- q. **APPS.** Below are some helpful apps to facilitate the Online Distant Learning.

Purpose	App	Remarks
For information dissemination (announcements and links)	Facebook Group	
For dissemination of Learning modules (with links for video classes)	Google Classroom, Institutional e-mails	
For live lectures (recorded)	Google Meet	Link to be distributed
For recorded video lectures	Google Meet, Youtube	Recorded videos can be embedded in your G-Classroom
For learning management (passing of written works, modules, lessons, assessments, etc.)	Google Classroom	

- r. **A Dry-run** for online distant learning will be conducted.

3. **School fees.** The monthly fees shall decrease since there will be no more board and lodging fees. The tuition and miscellaneous fees, however, shall increase to Php. 4, 000.00 (Php. 3, 000 for the Tuition and Php. 1, 000.00 for the Miscellaneous) to augment the salary of teachers, staff and seminary personnel and to cover the expenses in making the Seminary facilities distant-learning ready.
4. **Assessment of Learning.** Assessments will be done weekly to measure the extent at which the seminarians meet the required standard based from the learning competencies.

It also gives the picture of the extent at which the seminarians' developed attributes based from the HRmS vision and mission statements. Subject teachers shall instruct the seminarians on the mechanics of the assessments.

But as a general rule:

- a. A pre-test and Post test are still in order before after the quarter respectively.
- b. Written outputs will be submitted online. Those who have chosen the Modular Learning, parents/guardians are advised to make arrangements with the subject teachers.
- c. For the Performance tasks, a video of the process of making and the performance task outputs will be submitted online. Outputs will be checked using an analytical rubric. Pictures/videos has to be uploaded to the teachers as a proof that the students are really the ones who have made the products.
- d. Mid-quarter assessments will be given at the middle of every quarter plus a summative test given at the end of every quarter/semester. Its administration will depend upon the subject teachers.

#### 5. **Orientations.**

- a. An in-depth orientation for parents will be made prior to the opening of the school year and regular meetings will be conducted with them for monitoring and updating. (During the O-S-O-R-T Procedure. Please see *Appendix B*).
- b. Parents will be oriented by the Guidance Counselor on August 15 thru *Google meet* to assist them in their parenting roles in this extraordinary circumstance.
- c. Seminarians will also be oriented online about the guidelines and the use of the Learning Management System and other related educational Apps. The online orientation shall start on **August 15 - 22, 2020 via Google Meet.**
- d. Seminarians will also be given a "Formation at home" kit which contains this guidelines and instructions.



6. **Daily journaling.** Daily journaling will be required to every minor seminarian which will be submitted to and checked by the spiritual director on a quarterly basis.
7. **Daily Horarium.** The “Order of the Day” provided below shall take place the Seminary Daily horarium. Thus every minor seminarian quarantined at home should be faithfully observing them and to be strictly implemented by their parents/guardians.

**8. Program Matrix for Academic Formation**

<b>Academic Formation</b>			
<b>Activity</b>	<b>Description</b>	<b>Person-in-Charge</b>	<b>Success Indicators</b>
Preparation of Diary Curriculum Maps (DCMs)	A document that assures the alignment of instruction to the Institutional Vision and Mission Statements as well as to the mandates of the Department of Education	Principal and Faculty	DCM for every course
Preparation of Learning Plans	A plan of action concerning the implementation of Lessons. A minimum of six learning plans shall be made for every quarter	Principal and Faculty	Learning Plans derived from the DCMS
Preparation of Modules	An instructional material that serves as seminarians’ guide in the accomplishing learning activities.	Principal and Faculty	Learning Modules derived from Learning Plans
Delivery of Instruction	<ol style="list-style-type: none"> <li>1. Delivery of instruction is primarily distance learning. All instructions will be employed online. Printed modules can be employed if parents/guardians opted for such.</li> <li>2. Seminarians’ activities and teacher intervention will depend on the Learning Module.</li> <li>3. The teachers are only given a maximum of 2-hr online interaction with the seminarians (per week) The other hours per week will be allotted for performance-based activities. Live lectures cannot be done for the entire week considering also those who only have 1 computer device but</li> </ol>	Subject Teacher	<p>Varied Web Strategies (Zoom, Google Hangout, Messenger, Yahoo Group, etc.)</p> <p>Modules and Work sheets</p>

	<p>with 2 or more sibling-students who shall use the same device at the same time.</p> <p>4. Live lectures need to be recorded and should be readily accessible for the sake of those who missed them.</p> <p>5. Progress Reports of students will be done weekly to see whether the objectives for the week are met or not, if improvements needed to be done or strategies need to be re-evaluated. This will be submitted to the Principal thru email at <a href="mailto:hrms.jshs@gmail.com">hrms.jshs@gmail.com</a> or <a href="mailto:frjed@gbox.hrms-jshs.edu.ph">frjed@gbox.hrms-jshs.edu.ph</a> every Saturday of the week.</p>		
Assessment of Instruction	<p>Assessment of instruction measures the extent at which the seminarians' meet the required standard based from the learning competencies. It also gives the picture of the extent at which the seminarians' developed attributes based from the HRmS vision and mission statements. Written output will be submitted online (<i>or parents can deliver the fulfilled work sheets in the seminary on a designated time</i>) together with a copy of image of the performance products made through performance-based tasks. Performance products will be checked using an analytical rubric.</p>	Subject Teacher	Written Tests, Copies of the image of Products made out of Performance Checks.
Quarterly Examination	<p>Mid-quarter assessments will be given at the middle of every quarter plus a summative test given at the end of every quarter/semester. This will be given preferably online and will be done simultaneously. (<i>But to those who really do not have the capacity for connectivity an "on-site" test may be considered.</i>)</p>	Subject Teacher	1 copy of accomplished Quarterly Examination 1 copy of the image of Product made out of Culminating Performance Tasks.

9. **Programs for other Aspects of Formation.** There will also be various programs for each aspect of formation, in which case, the parents or the guardian shall see to it that these things are implemented. Please see the Program Matrix below.

**PROGRAM MATRIX OF OTHER ASPECTS OF FORMATION**

<b>Spiritual Formation</b>			
<b>Activity</b>	<b>Description</b>	<b>Person-in-Charge</b>	<b>Success Indicators</b>
Holy Eucharist	The Holy Eucharist is the heart of the spiritual formation program at HRmS, to ensure an actual daily attendance, the seminarians must participate actively in the daily HRmS FB live streaming of the Holy Mass.	Spiritual Director and Parents	Attendance to Online morning prayer and Holy Eucharist. "People who watched" can be seen at the Page.
Personal and Communal Prayer	Acts of sustaining communion with God. They are essential for the discernment to the priesthood. To satisfy this, seminarians should have specific periods of the day designated for individual silence, reflection and prayer.	Spiritual Director and Parents	A photo of the seminarian's schedule of daily regular prayers will be sent through an FB Class Group devoted for such purpose. (Please wait for the Group Invitation).
The Liturgy of the Hours	The official prayer of the Church. It inculcates in the seminarian the love for personal and communal prayer. The whole course of the day is made holy by the praise for God. Confined in the house, the seminarian may do this individually or in small group with his family.	Spiritual Director and Parents	Attendance to Online morning prayer and Holy Eucharist. "People who watched" can be seen at the Page.
Daily Gospel Reflection	A seminarian's act of valuing the Word of God as his support and strength for the faith, food for the soul, and a pure and lasting fount of spiritual life. This may also be done with his family.	Spiritual Director and Parents	A copy of the seminarian's bite-sized quote or reflection from his daily Gospel Reading to be posted on his FB Page.

Spiritual Reading	An act to strengthen the spiritual life of the seminarian by introducing him to varied works and writings on basic Christian topics which inspire and challenge, edify and motivate. The books are to be approved by the seminarian's spiritual director	Spiritual Director and Parents	Seminarian's reflections of daily Spiritual Reading to be written on his daily journal.
Devotion to Our Lady	Recitation of the Rosary, Novena to Mother of Perpetual Help and the Angelus are devotions to Our Lady that remind the seminarian of Her role in the salvific act of Jesus. A seminarian may do this with his family if no online prayer time is scheduled.	Spiritual Director and Parents	A photo of the seminarian's schedule of daily regular prayers will be sent through an FB Group devoted for such purpose.
Confession	An act that deepens the seminarian's trust in the Merciful and Compassionate God. He may resort to do confession to the nearest available priest of his choice and/or during the home visit of the priest-formators if 'quarantine' is still enforced.	Spiritual Director and Parents	
Monthly Spiritual Conference	An activity that provides the seminarian necessary inputs on particular issues affecting his spiritual growth. This may be done online every weekends using <i>Google Meet</i> .	Spiritual Director and Parents	Attendance to Online Spiritual Conference. "People who watched" can be seen at the Page.
Spiritual Direction	A <b>monthly</b> dialogue between the seminarian and his spiritual director. As a co-discerner, the spiritual director assists the seminarian in clarifying the true objectives of life and the possible hidden obstacles to the attainment of these ends.	Spiritual Director and Parents	Spiritual Directors can visit their directees once a month.

Human Formation			
Activity	Description	Person-in-Charge	Success Indicators

Class Seminar Workshop	These are seminar workshops that deal with various topics on self-discovery, sexuality, values clarification, affective relationships and the like. These may be done online via <i>Google Meet</i> .	Human Formation director, Guidance Counselor Parents	Virtual attendance to online conferences.
Parenting Seminar	Seminar-Workshops that focus on the roles, functions and dynamics of family life. These may be accomplished online via <i>Google Meet</i> .	Human Formation director, Guidance Counselor and Parents	Virtual attendance to online conferences.
Clinical Counseling	A dialogue between a seminarian and a competent therapist addressing specific issues requiring processing upon the recommendation of the Guidance Counselor and/or Spiritual Director.	Human Formation director, Guest Child Psychologist, Guidance Counselor and Parents	Virtual attendance to the online clinical counseling.
Family Encounter	An activity wherein the seminarian and his parents have open dialogue and interactions guided by an expert to achieve a set target.	Human Formation director, Guidance Counselor and Parents	A photo of online Family Encounter activity Parents' Feedbacking form is submitted to the Guidance Counselor

### Community Formation

House Cleaning	A regular routine of the seminary which aims to inculcate in the seminarian the value of work, cleanliness and orderliness. This could be compensated by actively helping on accomplishing regular house chores.	Prefect of Discipline and Parents	A photo of the actual activity.
Sports and Recreation	It is a time to engage in exercise and relaxation which is important for their physical health and well-being. It aims also to foster the values of sportsmanship, fair play and teamwork. These could be done with immediate members of the family.	Prefect of Discipline Parents	A photo of the actual sports activity.

Community Online Exercise	It is a communal activity that encourages every seminarian to participate online in an exercise/dance activity led by an instructor.	Prefect of Discipline PE Teacher	A photo of the actual activity. Virtual attendance.
---------------------------	--------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------	--------------------------------------------------------

<b>Pastoral Formation</b>			
<b>Activity</b>	<b>Description</b>	<b>Person-in-Charge</b>	<b>Success Indicators</b>
Waste Management	A program designed to teach the seminarians proper disposal of waste materials and recycling. This can be accomplished at home.	Pastoral Director and Parents	A photo of the actual activity.
Apostolate	A venue for the seminarians to have a first-hand knowledge and experience of the different ministries the Church is actively involved in. This may be compensated by the seminarians' active involvement in community-based programs that give assistance to the needy at the moment of crisis.	Pastoral Director and Parents	A photo of the actual activity.



**APPENDIX A: ENROLLMENT FLOWCHART**





**APPENDIX B: O-S-O-R-T PROCEDURE****HOLY ROSARY MINOR SEMINARY - JSHS****Orient. Settle. On-site Enrollment. Retrieve. Take home.  
(OSORT)**

Poon po sa Hunyo 15, 2020, an Seminario Menor ilulunsar an inaapod na OSORT o an **O**rient, **S**ettle, **O**n-Site Enrollment, **R**etrieve and **T**ake Home Procedure. An katuyuhan po kaini iyo na tanging sararoon na sana an paghapit sa Seminario kan mga magurang tanging gibuhon na an mga dapat asikasuhon. Saro man ining paagi tanging mabawasan an exposure kan mga magurang sa virus nin huli kan saidang pagbalik-balik sa Seminario. Kada grade level igwa po nin assigned na aldaw tanging gibuhon ini. Grade 7 (New Comers) - June 15 and 23; Grade 8 - June 16 and 24; Grade 9 - June 17 and 25; Grade 10 - June 18 and 26; Grade 11 - June 19 and 29 asin Grade 12 - June 22 and 30. Magdara po nin Face Mask, Handy Alcohol asin Ballpen.

**1****ORIENT**

An enot po na gigibuhon paglaog sa Main entrance kan Seminario sa Cathedral iyo an Orientation. Sa may Main Lobby igwa pong ilalaag na TV kun saen ipapadalan an Orientation Video manunungod sa inaapod na "Formation at Home" ngunyan na 2020-2021 bilang samong "Learning and Formation Continuity Plan" katakod kan inaatubang niyatong pandemiya ngunyan na panahon. Ipapa-utob man po an mga Precautionary Measures arog kan pag-sulot kan Face Mask, Foot Bath, an pagkua kan temperatura asin urog sa gabos an Physical distancing.

**2****SETTLE**

Pagkatapos mag-dalan kan Video Orientation, magkua kan Enrollment Forms na ilalaag sa sarong lamesa asin simbagan ini (ini kun dai pa nakaka-download asin nakakasimbag kan mga Enrollment Forms na itinao online). Dangan, magpasiring na duman sa Procurator's Window tanging mag-settle kan mga back-accounts kun igwa.

**3****ON-SITE ENROLLMENT  
(KUN DAI PA NAG ENROLL ONLINE)**

Kun mayo man back accounts o pagkatapos ma-settle an back accounts, pwede nang mag-enroll sa Procurator's window. Pwede na man po gibuhon an pagbakal nin mga libro.

**4****RETRIEVE**

Pagkatapos mag-enroll, itatao na po an Evaluation sa saidong mga seminarista kan naka-aging Formation Year, an resibo kun nag-enroll kamo Online asin iba pang mga dokumentong may kamanundangan.

**5****TAKE HOME**

Pagkatapos makua an mga dokumento, mag-laog sa seminaryo asin mag-diretso sa dormitorio tanging kuanon an mga gamit kan saidong mga seminarista. Pagkatapos magkua kan mga gamit, mag-luwas sa may hagnanan harani sa Chapel. Dai na po mabalik duman sa linaogan. An saindo pong exit duman na sa may Blue Gate.