



Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE

26 February 2021

DIVISION MEMORANDUM
 DM No. 085, s. 2021

SURVEY ON SAMPLED SCHOOLS ON THE POSSIBLE IMPLEMENTATION OF LIMITED FACE-TO-FACE CLASSES

To: OIC-Assistant Schools Division Superintendents, SGOD Chief, CID Chief, Education Program Supervisors and Specialists, Public Schools District Supervisors, School Heads Concerned, Teachers and All Others Concerned

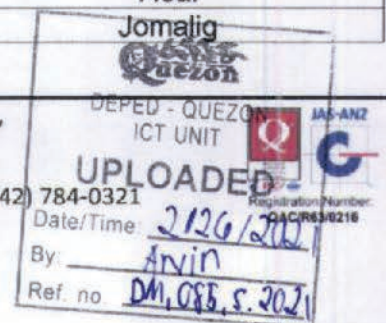
- In reference to the **Official Statement of DepEd** through the **Office of the Undersecretary for Administration, Alain B. Pascua**, stating that, *"as we understand that the availability and roll out of vaccines in the country are critical factors for this undertaking, the Department shall continue preparing action plans for the limited face-to-face classes should the President give his approval in the coming months"*.
- Relative to this, the School Heads and Public Schools District Supervisors of the following schools are requested to attend a meeting on **March 5, 2021, 9:00 a.m. via Google Meet**.

School	District
1. Lagmak ES (IPED School)	Gen. Nakar
2. Lumutan ES (IPED School)	Gen. Nakar
3. Brgy. Patnanungan Norte Learning Center for ALS	Patnanungan
4. Mambaling ES	Calauag East
5. Dinigman ES	Gen. Nakar II
6. Abuyon NHS – Dona Salud Ext.	San Narciso II
7. Pedro Cabangon ES	Quezon
8. Tamulaya ES	Polillo
9. Pablo D. Maningas NHS	Quezon
10. Binagbag ES	Agdangan
11. Sta. Maria Dao ES	Catanauan II
12. Don Eulogio Capina ES	Dolores
13. Pitogo CS II	Pitogo
14. White Cliff ES	San Narciso II
15. Ungos NHS- Llavac	Real
16. Jomalig NHS	Jomalig

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"
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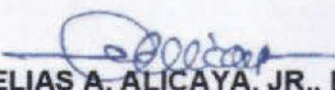




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17. Bonbon ES	Panukulan
18. Katakian ES	Patnanungan
19. Sampaloc CES Main	Sampaloc
20. Kinagunan ES	Padre Burgos
21. Lubayat NHS	Real
22. Pagsangahan NHS	San Francisco II
23. Real CES	Real
24. Burdeos CS	Burdeos
25. Polillo NHS	Polillo
26. Perez NHS	Perez
27. Guinayangan CES	Guinayangan North
28. San Andres CES	San Andres

3. Meeting link will be sent a day before the scheduled meeting through the Public Schools District Supervisors.
4. School Heads will be asked to make a report on the following:
 - A. Quarantine Classification where the school is located;
 - B. Initial talks and surveys among the Local Government Unit on the possible conduct of limited face-to-face in the locality;
 - C. Data on Teachers (Health Status, Residence and Willingness of the Teachers)
 - D. Data on Learners (No. of learners with health risks, residence and willingness of the parents)
 - E. Availability of Health Service Providers, Medicine, First-Aid and Hand-washing facility.
 - F. Safety and Health Protocols and Algorithms (stringent health and safety standards at home, during Travel to and from the schools, and within school premises.
5. Immediate and widest dissemination of this Memorandum is desired.


ELIAS A. ALICAYA, JR., EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

sgodgca02/24/2021

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SCHOOL READINESS ASSESSMENT TOOL

School Name:	Division:
School ID:	Contact Number:

The School Readiness Checklist can be used to determine which among the schools in a **MODIFIED GENERAL COMMUNITY QUARANTINE (MGCQ) AREA** may be nominated for the pilot implementation of the face-to-face learning delivery modality. This checklist aims to assess school readiness for the face-to-face learning modality in the time of the COVID-19 pandemic. Thus, it is required to observe honesty and transparency in answering this tool and the given information shall be verified and validated.

For a school to be eligible for the pilot implementation of the face-to-face learning delivery modality, it needs to meet all the indicators (**YES for all indicators**) prior to the opening of face-to-face classes (**YES for all indicators**). The Schools Division Office (SDO) shall facilitate the administration of this readiness checklist to the nominated schools and shall validate the submitted results. Then, the summary result shall be transmitted to the Policy, Planning and Research Division (PPRD) of the Regional Office (RO) for consideration and approval. The RO shall submit the final list to the Office of the Director for Planning Service (PS).

PRE-ASSESSMENT QUESTIONS	Based on the IATF Community Quarantine Classification, answer what is the community quarantine classification of the province or city where your school is located. Kindly check the appropriate box.			
	<input type="checkbox"/> ECQ	<input type="checkbox"/> MECQ	<input type="checkbox"/> GCQ	<input type="checkbox"/> MGCQ
	For the past thirty (30) days, does the barangay where your school is located recorded any confirmed COVID-19 case/s? <i>**Kindly refer to your respective barangay for the data.</i>			
	<input type="checkbox"/> YES		<input type="checkbox"/> NO	
	Is the school accessible through public transportation?			
	<input type="checkbox"/> YES		<input type="checkbox"/> NO	
<u>If the school's location falls under the MGCQ classification, the barangay where the school is located has not recorded any confirmed COVID-19 case/s in the past thirty (30) days, and the school is accessible by public transportation, kindly proceed answering this readiness assessment checklist, otherwise, your school cannot be nominated as a participating school for the pilot implementation of face-to-face classes.</u>				

A. MANAGING SCHOOL OPERATIONS

Readiness Indicators	YES	NO
1. Did the school adjust their class program according to their school's AWA?		
2. Are classrooms physically redesigned to ensure safety of learners from COVID-19 transmission?		
3. Does the school establish safe entrance, exit, and contact tracing procedures for all school comers (learners, teachers, parents/guardians, school personnel, etc.)?		
4. Does the school have a proactive COVID-19 local hotline/help desk that connects and coordinates to the hospitals and LGUs?		
5. Does the school have an assigned/designated health safety officer/s who take/takes charge of the school's safety protocols, procedures and mechanisms? <i>(Health safety officer may come from the school stakeholders, i.e. PTA, Barangay official/personnel.)</i>		
6. Does the school follow the required number of maximum learners in a classroom?		
7. Did the school orient learners, parents, guardians, teaching and non-teaching personnel, external stakeholders and LGU of the existing protocols, mechanisms, and procedures needed in conducting face-to-face classes?		
8. Did the school conduct an orientation of teaching personnel on possible changes in their AWA?		
9. Does the school provide a daily health monitoring tool for school-goers?		
10. Did the school set up a proper sanitation and hygiene facility (handwashing station, foot bath, etc.) for school-goers?		

B. FOCUSING ON TEACHING AND LEARNING

Readiness Indicators	YES	NO
1. On Learning Resources, are learning resources needed for face-to-face classes sufficient?		
2. On Class Schedule, are class schedules arranged equitably to provide opportunities for all learners to attend face-to-face classes?		
3. On Teacher Load, are teacher load/s arranged equitably and fairly observing the maximum 6-hour classroom teaching hours per day?		
4. On School Requirements, is DepEd policy on academic ease observed/implemented?		
5. On Performance Management, are teachers provided appropriate learning and development support for them to better provide quality basic education services amid the crisis?		

C. WELL-BEING AND PROTECTION

Readiness Indicators	YES	NO
1. Are learners and school personnel provided with face masks, face shield, and protective gear?		
2. Does the school have an adequate supply of face masks, face shield, and protective gears in replacement of lost and damaged PPEs of students and teachers?		
3. Does the school have adequate supply of sanitation and disinfection materials?		
4. Did the school establish a clear procedure of referral system of confirmed and suspected personnel and learners?		
5. Did the school establish a clear information dissemination system for close contacts of confirmed positive cases?		
6. Did the school secure consent from parents/guardians of students who will participate in the face-to-face learning arrangement?		
7. Does the school provide psychological support to manage transition of students who will undergo the face-to-face classes?		
8. Are school's safety procedures, protocols, and mechanisms PWD-friendly?		

D. HOME-SCHOOL COORDINATION

Readiness Indicators	YES	NO
1. Did the school coordinate with the Barangay Local Government Unit (BLGU) in ensuring safe entrance and exit protocols are observed properly?		
2. Did the school orient the parents/guardians regarding safe drop-off and pick-up procedures?		
3. Did the school orient the parents/guardians on safety precautions and preventive measures while commuting? (e.g. wearing of proper face masks and face shields, refrain from talking and eating while in public transportation, ensure adequate ventilation, frequent and proper disinfection, appropriate physical distancing)		
4. Did the school orient the parents/guardians on safety precautions and preventive measure upon entering the school premises?		
5. Did the school orient the parents/guardians in ensuring that the learners practice proper sanitation and hygiene upon arriving at home from school and vice versa? (e.g. washing of hands, disinfecting, proper wearing of masks and face-shields)		
6. Does the school have a designated waiting area for parents/guardians during dismissal period?		