



Republic of the Philippines
Department of Education
CARAGA REGION



January 11, 2022

REGIONAL MEMORANDUM
No. 0030, s. 2022

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

**PREPARATION OF DATA NEEDED FOR LIMITED
FACE-TO-FACE CLASS**

1. As part of our preparation for the opening of the limited Face-to-Face (F2F) classes, the recommended schools are requested to prepare, upload, and update the data using the google drive <https://tinyurl.com/yx5ynjy2> **two (2) days** after the classes are opened.
2. Attached hereto are:
 - 2.1 Template A List of Teachers
 - 2.2 Template B List of Learners
 - 2.3 Template C Schedule of Classes
 - 2.4 Template D Vaccination Data of Learners and School Personnel
3. Softcopies of the above-mentioned templates are downloadable at <https://tinyurl.com/yx5ynjy2>
4. Immediate and wide dissemination of this memorandum is desired.

for:
MA. GEMMA MERCADO LEDESMA
Regional Director

Encl/s.: As stated.

Reference/s: NONE

To be indicated in the Perpetual Index
under the following subjects:

DATA PREPARATION

FACE-TO-FACE CLASS

PPR/vcn
01/11/2022



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2022-01-0425

Document Control No:
DepEdRO13-F-REC-013/R3/02-18-2020

