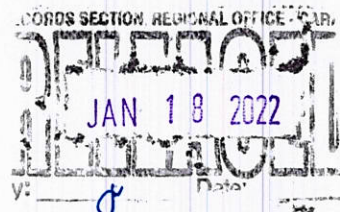




Republic of the Philippines
Department of Education
CARAGA REGION



January 18, 2022

REGIONAL MEMORANDUM
No. 0045, s. 2022

**PROCESS FOR VALIDATION OF SCHOOLS APPLYING FOR THE EXPANDED
IMPLEMENTATION OF FACE-TO-FACE CLASSES**

TO: SCHOOLS DIVISION SUPERINTENDENTS
This Region

1. Anent to Joint Memorandum Circular No.1 s. 2021 known as the Operational Guidelines on the Implementation of Limited Face-to-Face Learning Modality, this Office releases the Process for Validation of Schools Applying for the Expanded Implementation of Face-to-Face Classes as follows:

a. Phase I – Preparation of Documents

- Each school shall save the Means of Verification (MOVs) in reference to the School Safety Assessment Tool (SSAT) in a google drive saved in PDF format. MOVs must be complete, readable, and scanned well.
- Pictures must have labels.
- Videos must have Voice Over (VO) for easy understanding.
- Submit the link of the google drive to the Division Focal Person.

b. Phase II - Online Validation at Division Level

- The Division Field Technical Assistance Teams (DFTATs) shall assess and validate the MOVs per school. If found to be compliant, onsite validation will commence.
- Onsite Validation:
- If travel is not restricted, the DFTAT shall conduct an onsite validation.
- If onsite visit is not allowed, the Division Focal Person shall forward the link of the google drive to the Field Technical Assistance Division (FTAD) through ftad_caraga@deped.gov.ph not later than January 31, 2022.
- All validated schools which are compliant will be endorsed by the Schools Division Superintendent to the Regional Office including the Google drive.

c. Phase III – Online Evaluation at the Regional Level

- Upon receipt of the documents per school from the Division Focal Person, the assigned Regional Field Technical Assistance Team (RFTAT) shall evaluate the same.
- Onsite Validation:
- If possible, the RFTAT shall visit the school for verification.



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- If not possible, the RFTAT shall recommend to the Regional Director the compliant schools to implement the F2F classes not later than February 7, 2022 through FTAD.
- FTAD will then prepare the final list of schools per SDO and submit to the Regional Director for approval.

2. Attached herewith is the School Safety Assessment Tool (SSAT) with the suggested Means of Verification (MOVs) for reference.

3. For appropriate action and proper guidance.


 **MA. GEMMA MERCADO LEDESMA**
Regional Director 

Encls.: AS STATED

Reference: NONE

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

FACE-TO-FACE CLASSES

FTA/apm
01/18/2022

**SCHOOL SAFETY ASSESSMENT TOOL (2021)
FOR THE PILOT STUDY ON THE FACE-TO-FACE LEARNING MODALITY**

School Name:	Division:
School ID:	Contact Number:

For the past twenty-eight (28) days, has the barangay where your school is located recorded any confirmed COVID-19 case/s? *Kindly refer to your respective barangay for the data.	
☐ YES	☐ NO Barangay certification
Is the school accessible through public transportation? Must be accessible	
☐ YES, through _____. If YES, what specific mode of transportation: ☐ Jeepney ☐ Pedicab ☐ Habal-habal ☐ Tricycle ☐ Multicab ☐ Van ☐ Others	☐ NO
Is the school accessible through walking?	
☐ YES	☐ NO
If the barangay where the school is located has not recorded any confirmed COVID-19 case/s, proceed in answering this safety assessment tool. Otherwise, your school cannot be nominated as a participating school for the implementation of limited face-to-face learning facility.	

The School Safety Assessment Tool (SSAT) shall be used to assess the readiness of the schools to participate in the conduct of the pilot implementation of face-to-face learning modality in time of the COVID-19 pandemic. The data gathered shall be used as baseline information in preparation for the safe reopening of classes.

For school to be eligible for the implementation of the face-to-face learning delivery modality, they need to meet ALL indicators (YES to all indicators). In answering the SSAT, School Heads shall ensure that key stakeholders are consulted. The Schools

Division Offices (SDOs) shall facilitate the administration of the tool to the nominated schools and shall create a composite team who will conduct monitoring visits to validate the data and verify the results submitted by the schools.

MANAGING SCHOOL OPERATIONS		
INDICATORS	Suggested Means of Verifications	Remarks
I. SHARED RESPONSIBILITY		
1. The school has secured support of LGUs (Barangay, Municipality, City, Province) through a resolution or a letter of support.	Barangay Resolution/Statement of Support or Letter of Support	
2. The school has secured written consent from parents/guardians who will participate in the limited face-to-face classes.	List of Learners by Grade Level by Set with scanned Parent's/Guardian's Consent	
3. The school has mobilized resources and support from community stakeholders to meet the standards of the health and safety protocols.	Picture for the readiness of the school in terms of health & safety/MOA indicating support from stakeholders	
4. The school has conducted simulation activities among school personnel regarding protocols and routines to replicate and discuss possible scenarios during the actual conduct of face-to-face classes.	Video or pictures on the conduct of simulation/Activity Proposal/documentation	
II. ALTERNATE WORK ARRANGEMENT		
1. The school has implemented an Alternative Work Arrangement necessary to deliver quality basic education in a safe learning environment to learners.	Division/School Memo on implementation of approved AWA (previous) specifying safe learning environment for learners	
a. Number of teachers who physically report meets the required teacher: learner ratio.	Approved AWA	
b. Teachers who physically report are 65 years old and below	Teachers' Profile/Health Profile of teachers with comorbidities, immunodeficiency, or any health risk/conditions certified or noted by medical officer	
c. Teachers who physically report to not have comorbidities, immunodeficiency, or any health risk/conditions		
d. Teachers who have service vehicles from and to area of residence and school	List of teachers with service vehicles	

e. Teachers who physically report are from within the city/municipality where school/learning center is located	Teachers Profile with their present and permanent address	
2. The school has oriented teaching personnel and non-teaching personnel on the Alternative Work Arrangement that will be implemented during the limited face-to-face classes.	Activity Completion Report on the conduct of the orientation for the teaching and nonteaching of the school/SDO	
III. CLASSROOM LAY-OUT AND STRUCTURE		
1. The school has established mechanisms inside the classroom to ensure zero to minimal risk of COVID-19 transmission of the learners.	Approved classroom lay-out and structure with pictures (markers, electric fans, open windows, and directional signages).	
a. Number of seats to be occupied must not exceed from the required number of maximum learners in the classroom		
b. Seats to be occupied must be at least 1-2 meters apart		
c. Numbers of seats shall be equivalent to the number of learners present		
d. Presence of markers and stickers on the floor to manage traffic system and physical distancing inside the classroom		
e. Availability of working electric fans		
f. Open windows and doors at all times		
g. Installation of appropriate ventilation equipment such as general and exhaust ventilation and CO2 monitoring devices	Enclosed spaces or classrooms	
h. Availability of a sterilization box where outputs (e.g., quiz papers) submitted by the learners will be placed for disinfection	Availability of sterilization box or any mechanism to disinfect student outputs	
i. Usage of high-efficiency particulate air (HEPA) filtration air purifiers to clean recirculated air for air-conditioned spaces, provided that the unit is adequate for the size of the room in which it is installed	Enclosed spaces or classrooms	
IV. SCHOOL TRAFFIC MANAGEMENT		
1. The school has set-up clear and easy-to-understand signages, preferably in local languages and Braille, and mechanisms to strengthen observance of health protocols and protective measures.	Presence of signages relative to the observation of health protocols	
a. Display of school map at the entrance point indicating the location of the classrooms	Presence of school map at the entrance (classroom location)	

b. Designation of separate entrance and exit points in the school	Picture of entrance and exit gate of the school	
c. Designation of separate entrance and exit points in high traffic areas (unidirectional markers, installation of signages for cueing and unidirectional movement, sectioning, and queueing)	Picture of unidirectional markers are implemented	
d. Designated entrance and exit points in the classrooms	Picture of markers indicating entrance & exit within the classroom	
e. Hallway ground markings for walking direction guide	Picture of hallway markings	
f. Designation of areas for queue (e.g., restroom, library, principal's office, etc.)	Picture of queueing markers in the Restrooms, library, Principal's Office	
V. PROTECTIVE MEASURES, HYGIENE PRACTICES, AND SAFETY PROCEDURES		
1. The school has established safe entrance and exit procedures for teachers, students, non-teaching personnel, and school visitors.	Picture of the entrance and exit of the school	
a. Availability of temperature thermal scanner or thermal gun in entrance and/or exit gates	Picture of a thermal scanner in the entrance and/or exit of the school	
b. Availability of hand sanitizer or alcohol dispenser in school gates	Picture of hand sanitizer/alcohol dispenser in the school gates	
c. Availability of surgical masks at school entrance reserved for symptomatic individuals	Picture of surgical masks at the school entrance	
2. The school has established a contact tracing procedures/tools for school-goers.		
a. Health declaration sheet for school personnel	Copy of health declaration form/link for school personnel	
b. Health declaration sheet for students	Copy of health declaration form for learners	
c. Contact tracing tool for school-goers	Copy of contact tracing tool for learners and teachers	
3. The school has mobilized the School COVID-19 DRRM team that will take charge in ensuring effective implementation of the school's health and safety protocols that are in place and are observed during the preparation and implementation of limited face-to-face classes.	List of names of the School COVID-19 task Force and their duties and functions with School Memo	
a. Designation of a Safety Officer who shall serve as the focal person for the health and safety protocols of the school	Designation letter of a Safety Officer as focal person/ School Memorandum	

4. The school has set up a proper sanitation and hygiene facility for school-goers.		
a. Availability of handwashing station with clean and safe water supply	Picture of handwashing station and availability of water in the area/ rainwater tank collector	
b. Availability of clean and safe toilet facilities	Picture of clean and safe toilet facilities with water	
c. Schedule of supervised handwashing and toothbrushing activities	Copy of schedule of supervised handwashing & toothbrushing activities thru a school memorandum. Toothbrush kits shall be kept in their bags	
d. Placement of handwashing facilities in a strategic location (e.g., school entrance)	Picture on this requirement	
e. Placement of trash bins in strategic locations	Picture of trash bins (duly segregated) malata, di-malata & infectious waste (Leak-proof)	
f. Visuals signages on proper waste management practices near trash bins	Picture of signages on proper management practices	
5. The school has ensured regular sanitation and disinfection of school facilities, furniture, and equipment.		
a. Schedule of sanitation of frequently touched surfaces (e.g., table, doorknobs, light switches, etc.) every after end of a school shift	Copy of School Memorandum on the regular conduct of office disinfection with assigned employee to perform	
b. Schedule of disinfection of school facilities (e.g., chairs, desk, blackboard, toilet facilities)	Duly indicated in the said Memorandum	
c. Availability of sanitation and disinfecting materials	Picture of available sanitation and disinfecting materials	
6. The school has ensured a proper disposal system of infectious wastes, such as used tissues and masks, in non-contact receptacles.		
a. Disposal of all used PPEs in a separate leak-proof yellow trash bag/container with a cover properly labeled as "USED PPE"	Picture of trash bins for infectious waste	
b. Collection of the leak-proof yellow trash bag/container regularly or twice a day (after end of class and after working day) from designated/specific area to the	Picture of the garbage collection area	

general collection area for treatment and disposal		
c. Availability of medical-grade face mask required for school personnel when collecting/handling the leak-proof yellow trash bag/container	Inventory and pictorials of available PPE and medical-grade face mask	
d. Treatment through disinfection or spraying of the collected wastes with a chlorine solution (1:10) in accordance with DOH Department Memorandum No. 2020-0157 "Guidelines on Cleaning and Disinfection in Various Settings as an Infection Prevention and Control Measure Against COVID-19"	Schedule of disinfection activities in school.	
e. Disposal of the disinfected PPE with general waste to the final disposal facility	Copy of agreement with LGU / stakeholder stating the disposal of the disinfected materials/waste	
VI. COMMUNICATION STRATEGY		
1. The school has developed a communication plan.	Approved communication plan with platform for disseminating/communicating with the parents, directory of parents/guardians by class, and child-friendly Information, Education and Communication (IEC) materials.	
a. Identification of platform of communication for coordination purposes among the learners, parents/guardians, and teachers		
b. Database of contact details including contact number and address of parents/guardians of the learners are kept, to inform them in case their child shows flu-like symptoms while in school premises		
c. Development of child-friendly Information, Education and Communication (IEC) materials on hygiene practices and respiratory etiquette including hand hygiene (hand disinfection thru handwashing and/or use of 70% isopropyl alcohol), respiratory hygiene and cough etiquette (coughing or sneezing into tissues or one's elbow), protective measures (proper use of face shield and face mask, physical distancing), among others, that are posted in common areas and are available in local languages and braille.		
2. The school has prepared an orientation session for learners, parents, guardians, teaching and non-teaching personnel, external		

stakeholders, and LGU of the eligibility criteria for participation, existing protocols, mechanisms, and procedures needed in the conduct of the limited face-to-face classes.		
a. Schedule of the orientation (at least one week prior to the conduct of the face-to-face classes)	Copy of the approved memo/Activity Proposal/attendance/minutes of the meeting/pictures	
b. Orientation materials are made available for distribution to teachers, learners, parents, BLGU, DRRM team members, and persons-in-charge in ensuring observance of protocols, mechanisms, and procedures	List/pictures of orientation materials	
3. The school has a proactive COVID-19 local hotline/help desk or any similar local mechanism that connects and coordinates to the hospitals, testing facilities, and LGUs.	Pictures of COVID-19 Local Hotline/Help Desk	
4. The school has prepared a re-orientation session for school stakeholders on measures needed for the reopening of the school in the event of resurgences and school lockdown.	Copy of the approved memo/Activity Proposal/attendance/minutes of the meeting/pictures	
VII. CONTINGENCY PLAN		
1. The school has followed a decision model and contingency plan for reclosing and reopening the school in case of COVID-19 resurgence in the community.	Approved Contingency Plan of the School re: Reclosing and reopening the school in case of COVID-19 resurgence in the community	
a. Inclusion of decision points for school lockdown dependent on the assessment and decision of the Local Task Force against COVID-19 (LTF) with the following considerations: - o When there is suspected, probable, or confirmed COVID-19 case to facilitate disinfection and contact tracing: - o Change in number of community transmission and quarantine risk classification identified by IATF - o Violations/instances of non-compliance of learners or personnel with the minimum		

public health standards or PDITR for review of protocols		
b. In the event of school lockdown, all learners shall revert to distance learning.		
c. Implementation of a 24-hour granular lockdown period for disinfection following identification/detection of suspect, probable, or confirmed COVID-19 confirmed case/s, only after which can it be opened for use to occupants.	Approved Contingency Plan of the School re: Reclosing and reopening the school in case of COVID-19 resurgence in the community	
d. Consideration of the following for the reopening of classes after a school lockdown: - o Completed contact tracing - o Completed disinfection activities - o 14 days without confirmed cases in the school - o School is in a barangay with low to no community transmission - o Area where the school is located is classified as minimal risk		
e. Implementation of return to school/work policies consistent with latest national guidelines		
o For close contacts: i. For fully vaccinated individuals: Seven (7)-day quarantine has been completed regardless of negative test result ii. For unvaccinated or with incomplete vaccination: Fourteen (14)-day quarantine has been completed regardless of negative test result o For suspect, probable or confirmed cases, whether fully vaccinated, unvaccinated, or with incomplete vaccination: i. For asymptomatic: Ten (10)-day isolation have passed from the first viral diagnostic test and remained asymptomatic throughout their infection ii. For mild to moderate COVID-19 confirmed cases: Ten (10)-day isolation have passed from onset of the first symptom, respiratory symptoms have		

improved (cough, shortness of breath), AND have been afebrile for at least 24 hours without use of antipyretic medications. iii. For severe and critical COVID-19 confirmed cases: Twenty-one (21)-day isolation has passed from onset of the first symptom, respiratory symptoms have improved (cough, shortness of breath) AND have been afebrile for at least 24 hours without the use of antipyretic medications. iv. For immunocompromised, do RT-PCR testing on the 10th day. If RT-PCR test results turn out positive, refer to Infectious Disease Specialist. If RT-PCR test results turn out negative, discharge from isolation. o Medical certification or repeat testing is not necessary for the safe return to work of immunocompetent individuals, provided that a licensed medical doctor certifies or clears the patient	Approved Contingency Plan of the School re: Reclosing and reopening the school in case of COVID-19 resurgence in the community	
2. The school has developed strategies for the continuity of learning while the school is closed until the local authorities have determined the safe resumption of face-to-face classes. a. Distance learning modalities during lockdown in the decision model and contingency plan b. Strategies for the reopening of schools after the lockdown in the decision model and contingency plan	Approved Contingency Plan of the School re: Reclosing and reopening the school in case of COVID-19 resurgence in the community	
FOCUSING ON TEACHING AND LEARNING		
INDICATORS	Suggested Means of Verifications	Remarks
I. LEARNING RESOURCES		
1. The school has secured sufficient supply of learning resources needed for the face-to-face classes. a. Implementation of 1:1 Student to Self-Learning Module (SLM) to lessen student interaction during class hours	Inventory of SLMs and Textbooks in the classrooms Inventory of SLMs and Textbooks in the classrooms	

b. Implementation of 1:1 Student to Textbook ratio to lessen student interaction during class hours		
II. LIMITED FACE-TO-FACE CLASSES		
1. The school has designed class program/s that cater both learners of the limited face-to-face classes arrangement and distance education while observing the maximum 6-hour classroom teaching hours of teachers.	Approved class programs	
a. Arrangement of the number of class sections in a way that each class section will be able to attend face-to-face classes: - o Class A: Half-day face-to-face classes in one straight week and other half-day for distance learning - o Class B: One straight week of pure distance learning - o Classes shall alternately attend face-to-face classes every week for the whole duration of the pilot implementation		
b. Class program indicating specific schedule/breakdown of hours for the face-to-face classes including staggered start and close of the school day per grade level		
c. Class program indicating specific schedule/breakdown of hours for distance learners including staggered start and close of the school day per grade level		
d. Class program indicating schedule of staggered break time hours		
e. Signages on protocols prohibiting activities that require large gatherings	Pictures of signages	
f. Implementation of the maximum hours of stay of the learners in schools (4.5 hours for G1-6 learners and 3 hours for kindergarten learners)	Approved class programs	
2. The school has comprehensively profiled learners who will participate in the implementation of the face-to-face classes.	Signed detailed Profile of Learners	

a. Learners who reside within the city/municipality where the school/learning center is located		
b. Learners who can walk their way to school, or ride with available private transport, or with regulated public transportation		
c. Learners without existing comorbidities		
d. Prioritization of learners who require childcare, such as those whose parents must work outside the home, or who have no directly available and immediately responsible adults/guardians at home		
e. Prioritization of learners who are heavily dependent on face-to-face learning interventions, such as Key Stage 1 learners (Kindergarten to Grade 3)		
f. Prioritization of learners who struggle to meet required learning competencies		
g. Prioritization of Senior High School (SHS) learners enrolled in Technical-Vocational-Livelihood (TVL) track requiring workshop equipment in school		
h. Prioritization of learners that are documented to be affected by mental health concerns that may be eased by face-to-face interactions		
3. The school has ensured an attendance monitoring of learners to determine which participating learners are exhibiting difficulties in coming to school and which learners who cannot participate in face-to-face classes will revert to full distance learning.	Attendance monitoring tool	
4. The school has informed teachers to conduct consultations with parents, provision of feedback and instructional support for learners, facilitation of assessment, preparation of Weekly Home Learning Plan (WHLP), and other related tasks after face-to-face classes.	School Memorandum reflecting the schedule for consultations with parents, provision of feedback, and other instructional support for learners. Sample of WHLP	
5. The school has ensured prohibition of conduct of physical or face-to-face large gatherings, group work, or	Picture of signages	

activities that will require close contact or where physical distancing may not be possible (e.g., school activities, field trips, sports festivals, flag ceremonies).		
III. TEACHER SUPPORT		
1. The school has provided an appropriate learning and development support plan in providing better quality basic education services.	Copy of L & D Plan/LAC Plan	
a. Learning and Action Cells (LAC) sessions highlighting provision of remediation/intervention for learners during the face-to-face classes		
b. Coaching, mentoring, and training relevant in facilitating blended learning approach		
2. The school has oriented teachers on their budget of work and ensured that the school requirement for the learners is in observance of academic ease.	Copy of the approved memo/ Activity Proposal/attendance/minutes of the meeting/pictures	
a. Orientation on the implementation of the Most Essential Learning Competencies (MELCs) included in their budget of work during the limited face-to-face classes		
b. Orientation on the observance of academic ease and provision of flexibility to learners in managing limited face-to-face classes		
WELL BEING AND PROTECTION		
INDICATOR	Suggested Means of Verifications	Remarks
I. PERSONAL PROTECTIVE EQUIPMENT		
1. The school has secured sufficient supply of personal protective equipment (PPEs) for learners and school personnel.	Inventory and pictures of PPEs and personal hygiene kit for learners and school personnel	
a. 1:1 Face mask to Person (daily) ratio		
b. 1:1 Face shield to Person ratio		
c. 1:1 Toothbrush and Toothpaste to Learner ratio (K-6 learners)		
d. 1:1 Bar of soap to Learner ratio enough for 5x of handwashing per day (K-6 learners)		

e. Availability of emergency health kits that include PPEs and other needed supplies and materials in the school clinic		
f. Availability of PPEs for COVID-19 team members, health personnel, and maintenance, and security guards		
2. The school has secured adequate supply of face masks, face shields, and/or other COVID-19 protective gears for learners.	Inventory and pictures of face masks, face shields, and/or other COVID-19 protective gears for learners.	
a. 1:1 Replacement of lost and damaged PPE to Person ratio		
3. The school has ensured that the available sanitation and disinfection materials are approved by the Philippine Food and Drug Administration (FDA) such as:	Inventory and pictures of available sanitation and disinfection materials are approved by the Philippine Food and Drug Administration (FDA)	
a. Sodium hypochlorite recommended ratio of 0.1% (1000 ppm) by dissolving ½ tsp of chlorine or 2 g to 2L of clean water for regular disinfection, and recommended ratio of 0.5% (5000 ppm) for body fluids by dissolving 1 tbsp of chlorine or 10 g to 2L of clean water		
b. Ethanol in all surfaces at a recommended ratio of 70-90%, or		
c. Hydrogen peroxide in all surfaces at a recommended ratio of >0.5%		
4. The school has secured sufficient supply of sanitation and disinfection materials for strategic school locations.	Inventory and pictures supply of sanitation and disinfection materials for strategic school locations.	
a. 1:1 bottle of hand-sanitizers/alcohol-based solutions/other disinfectants to restroom		
b. 1:1 bottle of hand-sanitizers/alcohol-based solutions/other disinfectants to classroom		
c. 1:1 bottle of hand-sanitizers/alcohol-based solutions/other disinfectants to entrance/exit point		
5. The school has ensured PPE requirements, specifications, and standards for different types of COVID-19 management activities in accordance with DOH DM 2020-0176A.	Inventory and pictures of PPEs	

a. Availability of medical mask and face shields for triage and screening of individuals in points of entry (for personnel in school entrances)	Inventory and pictures of PPEs	
b. Availability of medical mask, goggles or face shield, gloves, gown for caring for a suspected case of COVID-19 with no aerosol-generating procedure (for personnel in school clinics)		
c. Availability of respirator (N95 or FFP2), goggles or face shield, gloves, gown for caring for suspected/confirmed cases of COVID-19 with no aerosol-generating procedure for personnel in school clinics)		
d. Availability of full PPE for assisting in transporting passengers to a healthcare facility		
II. COVID-19 CASE MANAGEMENT		
1. The school has developed strategies to prevent COVID-19.		
a. Conduct of hand hygiene and temperature checks using a thermal scanner prior to entering the school	Picture of hand hygiene kit and thermal scanner	
b. Prioritization of non-face-to-face communications and coordination through available platforms and discouragement of entrance of school visitors and other external stakeholders	Refer to the Communication Plan	
c. Conduct of daily rapid health checks in the classroom	Pictures and daily record of health checks of learners and personnel	
d. Conduct of necessary disinfection activities especially in the areas of the school frequented by personnel or learners that tested positive	Pictures and disinfection schedule	
e. Availability of surgical face masks and school clinic for further assessment of anyone who will show symptoms of COVID-19	Pictures	
f. Establishment/setting-up/refurbishment of a school clinic to provide basic health services to all school-goers, such as:	Picture of school clinic with proper medical forms & supplies	
o Health assessment and physical examination, as needed		

○ Appropriate intervention, first aid, or treatment ○ Proper management of symptoms, including rest at home ○ Referral and follow-up of learners, teachers, and personnel to appropriate facilities		
g. Designation of private screening area at the entrance where school-goers who show symptoms upon screening can be further examined, or referred	Picture of the designated screening area	
h. Designation of separate space where sick school-goers who have been managed in the clinic can temporarily stay, awaiting referral to the appropriate health facility, without creating stigma	Picture of the designated isolation area	
i. Designation of clinic teachers(s) in absence of school health personnel, who shall provide basic health services and facilitate referral in coordination with the school health personnel at SDO, in absence of school-based health personnel	Approved designation order	
j. Orientation to the clinic teacher by the school health personnel at the SDO for proper guidance on how to effectively run the school clinic	Certificate of Attendance/ Pictures / Activity Completion Report	
k. Reiteration of protocols for learners, teachers, and personnel who manifest COVID-19 symptoms to not physically report to school and seek medical advice virtually if possible	Refer to Contingency Plan	
l. Record of students' health status and development, including immunization checks to prevent outbreak-prone vaccine-preventable disease (e.g., measles)	Learners Health Profile	
2. The school has identified strategies to detect COVID-19.		
a. Cooperation with the local health authorities in the tracing and quarantine of close contacts of confirmed cases of COVID-19 consistent with DOH guidelines	Refer to Communication Plan & Contingency Plan	
b. Presence of the School DRRM Team who shall ensure that contact tracing activities, as required by the local health authorities, are initiated, and completed	School DRRM Team with Terms of Reference and approved designation order	

among the possible close contacts among DepEd personnel and learners		
c. Close coordination with Epidemiology Surveillance Unit (ESU) officers per setting - o DOH Regional ESU of reporting school - o LGU City ESU/Provincial ESU/Municipal ESU of reporting school - o DOH Regional ESU of identified case (place of residence) - o LGU City ESU/Provincial ESU/Municipal ESU of identified case (place of residence)	Refer to Communication Plan & Contingency Plan	
d. Development of a reporting system requiring parents to report to the school if their children are experiencing flu-like system, recommendation of testing to be done immediately with support and guidance from the LGUs	Refer to Communication Plan & Contingency Plan	
e. Provision of health form to parents/guardians at the beginning of each school term confirming their child and/or family members do not have COVID-19 before being permitted to go to school to be submitted 24 to 72 hours prior to the start of school opening	Duly accomplished Health forms	
3. The school has developed strategies to isolate and treat COVID-19.		
a. Designation of rooms for isolation of students and personnel with fever and flu-like symptoms near the entrances	Picture of the designated isolation room	
b. Availability of transport vehicles from school to Temporary Treatment and Monitoring Facility (TTMF) c. Notification of family member/guardians of the learner, or family member of school personnel who show flu-like symptoms d. Immediate isolation and referral of the personnel/s or learner/s who show COVID-19 symptoms based on the severity for proper management and appropriate testing e. Provision of necessary emergency care to the personnel or learner following precautionary measures, by	Refer to Communication Plan & Contingency Plan	

the health personnel or designated clinic teacher		
f. Referral/full disclosure of the case to the identified health authority (e.g., barangay health station, rural health unit) for further evaluation or referral to a hospital if needed		
g. Strict observance of advice from health authorities including possibility of home quarantine or isolation in a quarantine facility or confinement		
h. Report of the close follow-up of the attending/assigned school health personnel or designated clinic teacher with the condition of the identified learner/personnel to the SDO School health and Nutrition Unit/Section, as required by existing reporting mechanisms		
i. Strict compliance of learners and personnel who have tested positive for COVID-19 to not return to school without clearance from medical authorities	Refer to Communication Plan & Contingency Plan	
j. Monitoring and provision of necessary support of the School Head (SH) to all cases (close contacts, suspect, probable, confirmed)		
k. Coordination of SH to all cases with DepEd school health personnel and local health authorities		
l. Coordination of SH with the SDO in ensuring continuity of teaching and learning in line with the school's contingency plan		
m. Strict observance of provision of Section IV.A (Screening of Returning Personnel and Learners and Testing Protocol) of the Specific Measures for COVID-19 Prevention and Mitigation in Schools (Enclosure No. 2 to DepEd Order No. 014, s. 2020) before the participation of COVID-19 infected learners or personnel in the face-to-face classes		
4. The school has developed strategies in providing psychosocial support to the learners, teachers, and personnel.		
a. Allotment of time and preparation of modules on Mental Health to be	Pictures / Lists of available Modules on Mental Health	

facilitated by their respective classroom advisers or designated teachers		
b. Designation of trained teachers who will facilitate activities fostering Mental Health such as mental health topics, nature of COVID-19, and preventive measures (WASH, physical distancing, etc.)	Approved designation order / Certificate of Training and other supporting documents	
c. Setting up of an operational Guidance Office that is staffed by a registered guidance counselor (RGC) or a designated guidance associate (not an RGC but is trained on MHPSS and is capable of effective referral) every school day, to provide basic mental health services to learners, teachers, and personnel who may need such services	Picture of the designated Guidance Office and Designation order of Guidance Associate	
d. Availability of a hotline/online platform in the SDOs to provide counseling services to learners, teachers, and personnel who require counseling services, in absence of an RGC	Refer to Communication Plan	
e. Provision of specialized psychosocial support to learners, teachers and personnel who are confirmed to be positive, under isolation/ quarantine, and categorized as suspect and probable, through the Guidance Office using the DRRMS MHPSS materials as reference	Refer to Contingency Plan	
f. Establishment and contextualization of the inter-sectoral referral pathways to ensure that psychosocial needs of both the personnel and the learners are provided		
g. Engagement of parents, guardians, or any care providers of learners on taking care of mental health and creating a positive environment		
h. Coordination of mechanisms to ensure that the mental health and the basic needs of learners and personnel with pre-existing mental health conditions and special needs including neurologic and substance abuse disorders such as medications and other key services are provided		

j. Promotion of “school-life balance” through proper scheduling of schoolwork that will allow learners to enjoy quality time at home	Weekly Home Learning Plan	
k. Mobilization of trained Psychological First Aid (PFA) providers of the schools to provide necessary mental health and psychosocial support to concerned personnel or learners	Certificate of training attended by the teacher/s on this area	
5. The school has established a clear procedure of referral system for COVID-19 confirmed and suspected personnel and learners.	Refer to Communication Plan & Contingency Plan	
a. Communication plan which includes coordination system with LGU for school personnel and learners who show flu-like symptoms		
b. Communication plan which includes a referral system for COVID-19 confirmed and suspected personnel and learners		
c. Flow chart of the referral system		
6. The school has established a clear contact tracing and quarantine system for close contacts of COVID-19 confirmed positive cases.	Refer to Communication Plan & Contingency Plan	
a. Communication plan which includes coordination system with local health authorities in contact tracing and quarantine of close contacts of confirmed COVID-19 positive cases		
b. Communication plan which includes notification of family/parent(s)/guardian(s) of the concerned learner/s		
c. Flow chart of the contact tracing and quarantine system		
d. Contingency plan for school lockdown		
III. INCLUDING THE MOST MARGINALIZED		
1. The school has identified learners who are most vulnerable and disadvantaged in terms of access to learning as indicated in the eligibility of learners, such as inclusion of:	Learners Profile	
a. indigent children	Learners Profile	
b. out-of-school youth		
c. physically and mentally handicapped		

d. distressed individuals and families, including internally displaced persons (IDPs)	Learners Profile	
e. low resourced students		
f. abandoned and neglected children		
g. street children		
h. children of former rebels		
i. children living in conflict-affected areas and vulnerable communities (CVAS)		
j. children with disabilities and SPED students		
k. children from Geographically Isolated and Disadvantaged Areas	Learners Profile	
2. The school has identified learners who are most vulnerable and disadvantaged in terms of access to learning as indicated in the eligibility of learners, such as inclusion of:		
a. Inclusion of learners who need assistive devices that do not require them to remove their face masks	Refer to Communication Plan (if applicable)	
b. Coordination with partner agencies in the provision of assistive devices such as wheelchairs, cane, walkers, and others		
c. Ensured that parent/guardian of learners are informed that his/her child has their own assistive device during face-to-face classes		
3. The school has developed learning strategies to cater the needs of the disadvantaged learners such as modules in braille, mother-tongue languages, and usage of Filipino Sign Language.	Pictures/List of available needs-based LMs (if applicable)	
4. The school has ensured participation in school-based services which includes but is not limited to feeding and nutrition programs, immunizations, Mental Health and Psychosocial Support (MHPSS), prevention of Violence against Children (VAC) (i.e., bullying from social stigma) and other health services.	Refer to School Improvement Plan & Annual Improvement Plan Pictures of activities conducted and participated	
5. The school has established close coordination with the Department of Social Welfare and Development (DSWD) Case Managers of those	Refer to Communication Plan	

learners who are marginalized; Other partner agencies and organizations such as National Council on Disability Affairs (NCDA).		
6. The school has coordinated with their respective local government units with the implementation of routine school-based immunization (SBI) and other school health-related services such as but not limited to deworming and weekly iron-folate acid supplementation (WIFA).	Refer to Communication Plan	
a. Routine implementation of SBI together with school health services among target learners		
b. Facilitation of the completion of routine immunizations through regular immunization mechanisms available through the National Immunization Program (NIP)		
c. Routine immunization card checks through the school nurse or the designated clinic teachers to ensure that children entering schools have completed their routine immunization (i.e., 3 doses of Polio and DPT-HepB-Hib vaccines, and two doses of Measles-containing vaccines) in the community		
d. Referral of learners who have not completed their routine infant vaccines to the nearest LGU/private pediatrician for catch-up vaccination	Refer to Communication Plan	
e. Participation in intensive health promotion campaign activities/supportive-policies that shall be instituted by schools in collaboration with their local health offices to maintain optimal health-seeking behaviors of learners and other community members		
HOME-SCHOOL COORDINATION		
INDICATORS	Suggested Means of Verifications	Remarks
1. The school has developed a plan in coordinating with the Barangay Local Government Unit (BLGU) or the Barangay Health Emergency Response Team (BHERT) in ensuring that protocols are observed properly.	Refer to Communication Plan & Contingency Plan	

a. Operationalization of the Preventative Alert System in Schools (PASS) for COVID-19 (per DepEd Memorandum No. 15, s. 2020)		
2. The school has developed a strategy in orienting parents on health protocols and safety measures.	Refer to Communication Plan & Contingency Plan	
a. Safe drop-off and pick-up procedures	Pictures / Simulation Videos	
b. 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]		
c. Safety precautions and preventive measure upon entering the school premises		
3. The school has identified a designated waiting area with proper ventilation for parents/guardians	Picture of the designated waiting area with proper ventilation for parents/guardians	
Number of Fully Vaccinated Male Teaching Personnel		
Number of Fully Vaccinated Female Teaching Personnel		
Number of Vaccinated (1st Dose Only) Male Teaching Personnel		
Number of Vaccinated (1st Dose Only) Female Teaching Personnel		
Number of Fully Vaccinated Male Non-Teaching Personnel		
Number of Fully Vaccinated Female Non-Teaching Personnel		
Number of Vaccinated (1st Dose Only) Male Non-Teaching Personnel		
Number of Vaccinated (1st Dose Only) Female Non-Teaching Personnel		