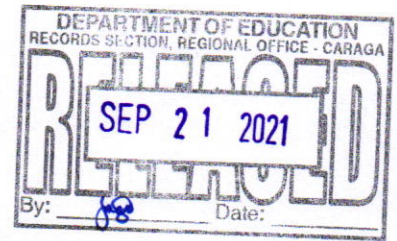




Republic of the Philippines
Department of Education
CARAGA REGION



September 21, 2021

REGIONAL MEMORANDUM

No. 130, s. 2021

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

CONDUCT OF THE SCHOOL SAFETY ASSESSMENT TOOL (SSAT) TO THE
PRE-IDENTIFIED PILOT SCHOOLS FOR FACE-TO-FACE CLASSES

1. The President, Rodrigo Roa Duterte has approved the implementation of the limited face-to-face classes of at least 100 public schools and 20 private schools nationwide.
2. Although only three (3) schools of the Dinagat Islands Division (Mabini Elementary School, Don Ruben E. Ecleo Memorial National High School and Loreto National High School) are eligible for initial pilot face-to-face classes, all listed fifty (50) schools in the Caraga Region still have to accomplish the tool in preparation for the expanded face-to-face classes as directed by the Central Office.
3. Division Offices (SDOs) are reminded that all 50 schools must be able to input their data in the School Safety Assessment Tool (SSAT) thru Google Form Link only until **September 24, 2021**. The final list of the schools that have met all indicators shall be submitted to the regional office thru the Policy, Plans and Research Division (PPRD).
4. For schools that have met all indicators, the SDOs, thru the composite team (DRRM Coordinator, Health Focal Person, Planning Officer, Engineer, and CID Specialist/Supervisor), shall validate the veracity of the data by conducting monitoring visit to the schools from **September 27 to October 1, 2021**.
5. For schools that did not meet all indicators, the SDOs shall continuously provide technical assistance to meet the requirements in preparation for the expanded implementation of the face-to-face classes.
6. All fifty (50) schools shall accomplish the SSAT via the updated Google Form Link: <https://tinyurl.com/RegionXIII-SSAT>. For detailed reference, SDOs may access the materials here: <https://bit.ly/SSATOrientaionMaterials>.
7. The Google Drive contains the following:
 - Memorandum with Limited Application on the Conduct of School Safety Assessment in Preparation for the Conduct of Pilot Implementation on Face-To-Face Learning Modality for the 638 Pre-Identified Schools
 - Folder containing the Slides During the Online Orientation on SSAT
 - Context and Background on the Pilot Implementation of the Face-to-Face Learning Modality



Address: J.P. Rosales Avenue,
Butuan City
Trunkline No: (085) 342-8207
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph



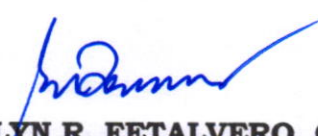
2021-09-11798

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

- The School Safety Assessment Tool
- Administration of the School Safety Assessment Tool
- FAQs on the Conduct of the School Safety Assessment Tool

8. For further inquiries, contact this office thru Ms. Megnon P. Beldad at mobile phone no. (0910) 472-3654 or via e-mail address: megnon.beldad@deped.gov.ph.

9. For immediate dissemination.


EVELYN R. FETALVERO, CESO IV
Regional Director 

Encl/s.: CO Memorandum 001, s. 2021
Reference/s: List of Schools for SSAT
To be indicated in the Perpetual Index
under the following subjects:

SCHOOL SAFETY TOOL

ESS/mpb
09/21/2021

Pre-identified Schools for Pilot Implementation of Face-to-Face Classes as of July 15, 2021

No	Region	DIVISION	SCHOOL NAME	SCHOOL ID	Modified COC SY 2020-2021
1	Region XIII	Agusan del Norte	Durian Elementary School	131461	Purely ES
2	Region XIII	Agusan del Norte	Cadahondahonan Elementary School	131544	Purely ES
3	Region XIII	Agusan del Norte	Simbalan Central Elementary School	131568	Purely ES
4	Region XIII	Agusan del Norte	Bokbokon Elementary School	211505	Purely ES
5	Region XIII	Agusan del Norte	Simbalan National High School	304683	JHS with SHS
6	Region XIII	Agusan del Norte	Simbalan NHS	304683	JHS with SHS
7	Region XIII	Agusan del Sur	Makalindang ES	131710	Purely ES
8	Region XIII	Agusan del Sur	Sawagan ES	131917	Purely ES
9	Region XIII	Agusan del Sur	Tagpangi IP	136998	Purely ES
10	Region XIII	Agusan del Sur	Novele NHS	317429	JHS with SHS
11	Region XIII	Agusan del Sur	Nueva Era NHS	317445	JHS with SHS
12	Region XIII	Bayugan City	Mt. Bulawan Elementary School	131635	Purely ES
13	Region XIII	Bayugan City	Dalikan Elementary School	281501	Purely ES
14	Region XIII	Bislig City	Bebiano Alba ES	132608	Purely ES
15	Region XIII	Bislig City	Pamanlinan ES	132625	Purely ES
16	Region XIII	Bislig City	Lawigan NHS	304894	JHS with SHS
17	Region XIII	Bislig City	Pamaypayan Integrated School	501292	K to 10
18	Region XIII	Butuan City	LAMOSIG ELEMENTARY SCHOOL	132094	Purely ES
19	Region XIII	Butuan City	San Mateo Annex	132099	Purely ES
20	Region XIII	Butuan City	Kinamlutan ES	132116	Purely ES
21	Region XIII	Butuan City	MAIBU NATIONAL HIGH SCHOOL	317505	JHS with SHS
22	Region XIII	Butuan City	KINAMLUTAN NATIONAL HIGH SCHOOL	317510	JHS with SHS
23	Region XIII	Cabadbaran City	Lusong Elementary School	281002	Purely ES
24	Region XIII	Cabadbaran City	Calamba National High School	304676	JHS with SHS
25	Region XIII	Dinagat Islands	Mabini Elementary School	132553	Purely ES
26	Region XIII	Dinagat Islands	Cagdianao Natonal High School	304815	JHS with SHS
27	Region XIII	Dinagat Islands	Cab-ilan National High School	304823	JHS with SHS

Pre-identified Schools for Pilot Implementation of Face-to-Face Classes as of July 15, 2021

No	Region	DIVISION	SCHOOL NAME	SCHOOL ID	Modified COC SY 2020-2021
28	Region XIII	Dinagat Islands	Don Ruben E. Ecleo Memorial National High School	304824	JHS with SHS
29	Region XIII	Dinagat Islands	Loreto National High School	340528	JHS with SHS
30	Region XIII	Siargao	Cabawa Elementary School	132124	Purely ES
31	Region XIII	Siargao	Anajawan ES	132145	Purely ES
32	Region XIII	Siargao	Dao PS	132151	Purely ES
33	Region XIII	Siargao	Mabuhay ES	132189	Purely ES
34	Region XIII	Siargao	Sapao NHS (JHS w/SHS)	304785	JHS with SHS
35	Region XIII	Surigao City	San Jose Elementary School	132259	Purely ES
36	Region XIII	Surigao City	Sugbay Elementary School	132260	Purely ES
37	Region XIII	Surigao City	Capalayan National High School	304802	JHS with SHS
38	Region XIII	Surigao City	Day-asan National High School	304803	JHS with SHS
39	Region XIII	Surigao City	Nonoc National High School	304804	JHS with SHS
40	Region XIII	Surigao del Norte	Balite National High School	304814	JHS with SHS
41	Region XIII	Surigao del Norte	Lakandula National High School	304838	JHS with SHS
42	Region XIII	Surigao del Norte	LASICAM-Perral National High School	317804	JHS with SHS
43	Region XIII	Surigao del Norte	Cawilan National High School	317810	JHS with SHS
44	Region XIII	Surigao del Norte	Alegria Stand Alone Senior High School	340416	JHS with SHS
45	Region XIII	Surigao del Sur	Cabitoonan Primary School	132660	Purely ES
46	Region XIII	Surigao del Sur	Consuelo Elem. School	132662	Purely ES
47	Region XIII	Surigao del Sur	Ayoke Elem. School	132667	Purely ES
48	Region XIII	Surigao del Sur	Lubo Elem. School	132675	Purely ES
49	Region XIII	Surigao del Sur	Tagkarait School of Living Traditions – Panaosawon IS Annex, Bayabas District	No school ID yet	Purely ES
50	Region XIII	Tandag City	Banahao Elementary School	132958	Purely ES



Republic of the Philippines
Department of Education

15 SEP 2021

MEMORANDUM
No. 001, 2021

**CONDUCT OF SCHOOL SAFETY ASSESSMENT IN PREPARATION FOR THE CONDUCT
OF PILOT IMPLEMENTATION ON FACE-TO-FACE LEARNING MODALITY
FOR THE 638 PRE-IDENTIFIED SCHOOLS**

To: Regional Directors (**Regions I, II, III, IV-A, IV-B, V, VI, VII, VIII, IX, X, XI, XII, XIII, NCR, CAR**)
Concerned Schools Division Superintendents
Concerned Public Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd), in its commitment to ensure learning continuity amid the challenges and ambiguities brought about by the COVID-19 pandemic, issues the **School Safety Assessment Tool (SSAT)** to assess the readiness of schools to participate in the conduct of the pilot implementation of face-to-face learning modality. In preparation for the reopening of the schools, the **SSAT**, which was initially issued as *School Readiness Checklist* last December 2020 through an Office Memorandum, aims to reassess the readiness of the **638 pre-identified schools**.
2. In view of the current context of the schools, the **SSAT shall be redeployed to gather data and information** on the schools' present situation and conditions relevant to safe reopening of schools. The data gathered shall be used as baseline information in preparation for the implementation of the face-to-face learning modality. This is in line with the Department's effort to reopen the schools while ensuring that the health, safety, and well-being of learners, teachers, and personnel remain as its utmost priority.
3. The **SSAT** focuses on four main areas, namely: (1) Managing School Operations, (2) Focusing on Teaching and Learning, (3) Well-being and Protection, and (4) Home-School Coordination. It contains indicators and standards that would show readiness of the schools to participate in the pilot study of the face-to-face learning modality if met.
4. The School Heads shall accomplish the SSAT on or before **September 20, 2021**, and ensure that transparency and honesty are observed by conducting consultation with the key stakeholders. The Schools Division Office (SDO) shall facilitate the administration of the tool to the nominated schools and must validate the submitted results. The Regional Office (RO) shall facilitate the approval and transmittal of the list of the qualified schools in their

respective regions to the **Office of the Director – Planning Service**, through the **Education Management and Information System Division (EMISD)**.

5. In view of the foregoing, the following enclosed documents are issued for guidance and reference:
 - a. Enclosure No. 1 – Process Flow of the Data Collection and Report Generation for SSAT
 - b. Enclosure No. 2 – Details on the Orientation for the SDO and RO Personnel on the Administration of SSAT
 - c. Enclosure No. 3 – School Safety Assessment Tool (2021) for the Pilot Study on Face-to-Face Learning Modality
6. All concerned ROs and SDOs are urgently enjoined to ensure immediate and widest dissemination of the SSAT in schools.
7. For queries or concerns, please contact the **Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED)** through email at bhrod.sed@deped.gov.ph.
8. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Encls.:
As stated

References:



To be indicated in the Perpetual Index:



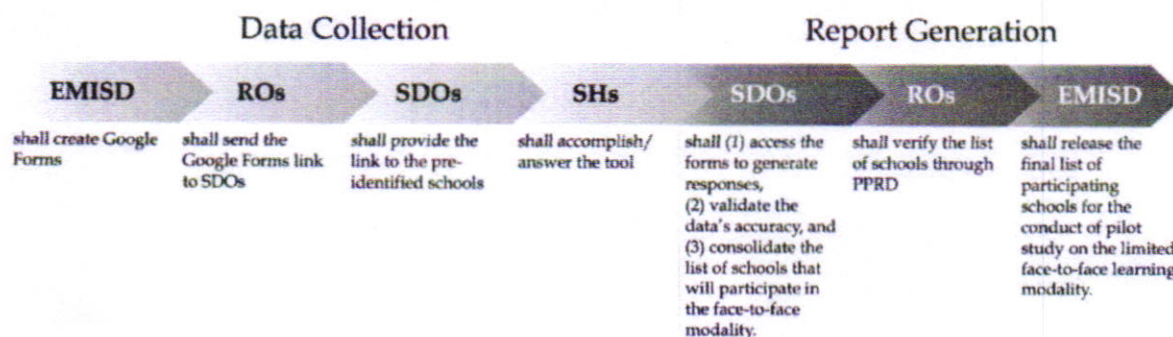
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DEPED-OSEC-447962

PROCESS FLOW OF THE DATA COLLECTION AND REPORT GENERATION OF THE SCHOOL SAFETY ASSESSMENT TOOL

To ensure smooth implementation of the tool, procedures on the **Data Collection** and **Report Generation** are stated below.



ON DATA COLLECTION

- The **Regional Offices (ROs)** shall disseminate the information on the accomplishment of SSAT to the **Schools Division Offices (SDOs)**. The SDOs shall inform the schools in their divisions that are included in the **list of 638 pre-identified schools** which passed the initial assessment conducted last December 2020 to accomplish the SSAT **using the link assigned to their regions**.
- In accomplishing the tool, the **School Heads (SH)** shall ensure that honesty and transparency are observed and key school stakeholders are consulted. **The SSAT shall only be accomplished through the Google Forms link** provided to them by their SDOs.

ON REPORT GENERATION

- The **SDOs** shall be given access to the back-end data of the schools that accomplished the SSAT to generate school-level responses and validate its accuracy.
- In case the schools submit multiple responses, the SDOs shall consider the **latest responses as final**.
- The concerned SDOs shall create a **composite team** with the following members: (a) **Disaster Risk Reduction and Management (DRRM) Coordinator**, (b) **SDO Health Personnel**, (c) **Planning Officer**, (d) **SDO Engineer**, and (e) **a representative from the Curriculum Implementation Division (CID)**, who shall conduct monitoring visit to validate the data and verify the results submitted by the schools.

- During the monitoring visit, safety protocols must be observed. The SDO's composite team and up to five (5) school personnel shall be present in school.
- **For schools that met all indicators**, the **SDOs** shall validate the veracity of the data submitted. In the event that the SDOs find issues on the validity of data submitted by the schools, *i.e., unmet indicators that were identified as met*, **SDOs shall provide technical assistance** to help the school/s meet all indicators to ensure their participation in the pilot implementation of the face-to-face learning modality. In case the schools are not able to meet all indicators prior to the conduct of the pilot implementation of the face-to-face learning modality, the SDOs shall continuously provide technical assistance to help them prepare for the expanded implementation of the face-to-face learning modality.
- After the conduct of monitoring visit, the SDOs shall **finalize the data** submitted by the schools by updating data entries if applicable, *i.e., unmet indicators that are identified as met*. Upon finalization of the data, the designated focal person of the **SDOs shall consolidate the list of schools that meet all indicators** and will qualify to participate in the limited face-to-face learning modality. The said list must be forwarded to the PPRD of their respective Regional Offices.
- **For schools that did not meet all indicators**, the SDOs shall inform them of their unmet indicators and shall provide technical assistance to help them prepare for the expanded implementation of the face-to-face learning modality. They shall **provide progress update** on the accomplishment of SSAT by adding the schools' latest data in the database **every two weeks** after the deadline, September 20, 2021. This is to monitor the number of schools prepared to participate in the implementation of the succeeding phases of the face-to-face learning modality.
- The **PPRD** of **ROs** shall submit in a designated Google Sheet the final responses and list of qualified schools for the limited face-to-face learning modality to the **Office of the Director – Planning Service (PS-OD), through the Education Management Information System Division (EMISD)**.
- EMISD shall consolidate the list submitted by the Regional Offices and coordinate with PS-OD to release the final list of schools that will participate for the pilot implementation of the face-to-face learning modality.

For the links of the Google Forms per region, kindly refer to the matrix below:

Region	Link
I	https://tinyurl.com/SSATregionI
II	https://tinyurl.com/SSATregionII
III	https://tinyurl.com/SSATregionIII
IV-A	https://tinyurl.com/SSATregionIVA
IV-B	https://tinyurl.com/SSATregionIVB
V	https://tinyurl.com/SSATregionV
VI	https://tinyurl.com/SSATregionVI

VII	https://tinyurl.com/SSATregionVII
VIII	https://tinyurl.com/SSATregionVIII
IX	https://tinyurl.com/SSATregionIX
X	https://tinyurl.com/SSATregionX
XI	https://tinyurl.com/SSATregionXI
XII	https://tinyurl.com/SSATregionXII
Caraga	https://tinyurl.com/SSATregionXIII
NCR	https://tinyurl.com/SSAT-NCR
CAR	https://tinyurl.com/SSAT-CAR

The schools shall accomplish the SSAT on or before **September 20, 2021**. Kindly see **Enclosure No. 1** for the **Process Flow for Data Collection and Report Generation Process** of this memorandum, and **Enclosure No. 3** for the **School Safety Assessment Tool**. Furthermore, the conduct of the monitoring visit by the **composite team from the SDOs** shall take place on **September 22-29, 2021**.