



Republic of the Philippines  
**Department of Education**  
REGION III - CENTRAL LUZON  
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

October 28, 2021

**DIVISION MEMORANDUM**

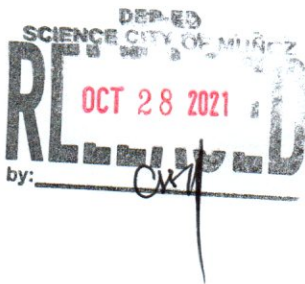
No. 479, s. 2021

**DISSEMINATION OF REGIONAL MEMORANDUM NO. 539, S. 2021 RE:  
IMPLEMENTATION GUIDELINES ON THE REGION-WIDE SCHOOL SAFETY  
ASSESSMENT IN PREPARATION FOR FUTURE EXPANSION OF FACE TO  
FACE CLASSES**

To: Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
Education Program Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. For the information, guidance, and compliance of all concerned, enclosed is Regional Memorandum No. 539, S. 2021 re: Implementation Guidelines on the Region-Wide School Safety Assessment in Preparation for Future Expansion of Face to Face Classes.
2. Wide dissemination of this Memorandum is hereby enjoined.

**DANTE G. PARUNGAO, CESO VI**  
Officer-In-Charge  
Office of the Schools Division Superintendent



CID/DDV/2021



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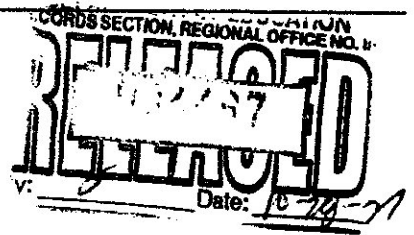


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**REGIONAL MEMORANDUM**

No. 529 s. 2021

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**IMPLEMENTATION GUIDELINES ON THE REGION-WIDE SCHOOL SAFETY  
ASSESSMENT IN PREPARATION FOR FUTURE EXPANSION  
OF FACE TO FACE CLASSES**

To: Assistant Regional Director  
School Division Superintendents  
Chiefs, Regional Functional Divisions  
All Others Concerned

1. DepEd Region 3 issues the enclosed Implementation Guidelines on the Region-Wide School Safety Assessment (R-SSA) in Preparation for Future Expansion of Face to Face Classes which will serve as a basis for Regional Office, Schools Division Offices, and Schools in assessing the readiness of schools.
2. These guidelines aim to lay out the procedures, assessment processes and identify the composite team along with their roles and responsibilities in the conduct of the R-SSA.
3. These implementation guidelines shall take effect immediately.
4. Immediate dissemination and strict compliance to this Regional Memorandum is desired.

  
**MAY B. ECLAR, PhD, CESO III**  
Regional Director

PPRD1/pprd5



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Enclosure No. 1 to Regional Memorandum No. \_\_\_\_\_ s. 2021

**IMPLEMENTATION GUIDELINES ON THE REGION-WIDE SCHOOL SAFETY  
ASSESSMENT IN PREPARATION FOR FUTURE EXPANSION  
OF FACE TO FACE CLASSES**

**I. Rationale**

Anent to Joint Memorandum Circular No. 01 s. 2021 known as the Operational Guidelines on the Implementation of Limited Face-to-Face Learning Modality, preparations are presently underway for the resumption of face-to-face classes.

To facilitate the safe resumption of classes, the Department of Education crafted the Schools Safety Assessment Tool to evaluate the readiness of the schools on (a) Managing School Operations, (b) Teaching and Learning, (c) Wellbeing and Protection, and (d) Home-School Coordination to assess the safety and readiness of schools.

In this purview, DepEd Region 3 prepares for the eventual expansion of the conduct of face-to-face classes after the initial piloting stage. Thus, these guidelines aim to lay out the procedures, assessment processes and identify the composite team along with their roles and responsibilities in the conduct of a Region-wide School Safety Assessment (R-SSA).

**II. Scope**

These implementation guidelines shall cover the school safety assessment processes in all basic education schools (public and private schools and SUCs/LUCs) in DepEd Region 3.

**III. Implementation Arrangement**

**A. RO Composite Team**

**1. Composition**

Regional Office shall create a composite team composed of the following members:

- 1.1 Chief Education Supervisor, CLMD
- 1.2 Chief Education Supervisor, PPRD



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- 1.3 Chief Education Supervisor, ESSD
- 1.4 Chief Education Supervisor, FTAD
- 1.5 Chief Education Supervisor, QAD
- 1.6 Chief Administrative Officer, Finance Division
- 1.7 Regional DRRM Coordinator
- 1.8 Regional Medical Officer
- 1.9 Regional Planning Officers
- 2.0 Regional Engineer

**2. Roles and Responsibilities of the Regional Office Composite Team:**

Each member shall serve as focal person for each of the main areas of the assessment indicators for recommendation to the Central Office. The team is likewise tasked to orient SDOs' key officials on the standards and process of the pilot implementation of face-to-face classes. The Regional Planning Officers shall consolidate the SDOs' responses via the R-SSA template.

During the data validation, the RO Composite Team shall:

- 2.1 monitor and validate the responses of SDOs;
- 2.2 respond to clarifications and queries of SDOs; and
- 2.3 provide necessary technical assistance to ensure indicators are met.

**B. Schools Division Offices Composite Team**

**1. Composition**

SDOs shall create a Composite Team composed of the following members:

- 1.1 Chief Education Supervisor, CID
- 1.2 Chief Education Supervisor, SGOD
- 1.3 Division DRRM Coordinator
- 1.4 Division Health Personnel
- 1.5 Division Planning Officer
- 1.6 Division Engineer
- 1.7 Representative of the Curriculum Implementation Division (CID)

**2. Roles and Responsibilities of the SDO Composite Team**

Each member shall serve as focal person for each of the main areas of the assessment indicators. The same team shall conduct onsite validation when necessary upon the approval of DepEd Central Office and the Department of Health (DOH). The team is likewise tasked to orient school principals and stakeholders on the standards and process of the pilot implementation of face-



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to-face classes. The Division Planning Officers shall consolidate the schools' responses via the R-SSA template.

During the data validation, the SDO composite team shall:

- 2.1 monitor and validate the responses of schools;
- 2.2 respond to clarifications and queries of schools and
- 2.3 provide necessary technical assistance to ensure indicators are met; and
- 2.4 when necessary, conduct an onsite visit to validate the school's responses upon the approval of DepEd CO and DOH while following minimum public health standards based on the guidelines issued by the IATF applicable to the community quarantine classification.

**B. Roles per Governance Level**

**1. Roles and Responsibilities of the Schools**

Upon release of the R-SSA Template, the schools shall:

- 1.1 conduct necessary preparation to meet required indicators and standards as stated in the R-SSA, which includes but not limited to:
  - 1.1.1 ensure strict implementation of health and safety protocols during face-to-face classes
  - 1.1.2 orient parents, community, barangay officials, civil society organizations and other partners about the pilot face-to-face classes process, standards, roles, and responsibilities;
  - 1.1.3 secure written support from LGUs;
  - 1.1.4 secure consent from parents/legal guardians;
  - 1.1.5 develop contingency plan in case of school lockdown;
  - 1.1.6 mobilize resources and support from community stakeholders to meet and sustain standards of the health and safety protocols;
  - 1.1.7 establish coordination mechanisms with BHERT and LGUs for referral system, contact tracing, school traffic management, disinfection, school lockdown, among others; and
  - 1.1.8 establish psychosocial support mechanisms to learners and school personnel
- 1.2 consult key stakeholders in accomplishing the R-SSA;
- 1.3 accomplish the R-SSA Template via Google Sheets; and
- 1.4 submit the result of the R-SSA to SDOs.

**2. Roles and Responsibilities of the SDOs**

Upon release of the R-SSA Template, the Schools Division Offices shall:



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- 2.1 orient school heads, LGUs, and stakeholders on the standards and process of pilot-implementation face-to-face classes;
- 2.2 inform all schools on the conduct of the R-SSA and the accomplishment of the Template;
- 2.3 provide technical assistance to schools;
- 2.4 create a composite team that shall serve as focal persons; and
- 2.5 conduct data validation on data submitted by the schools.

After school self-assessment, the SDOs shall:

- 2.6 consolidate data of the schools and update entries if necessary;
- 2.7 periodically update data of schools that are given technical assistance;
- 2.8 periodically provide a report on the progress of the schools, indicating the indicators and standards schools find challenging to meet;
- 2.9 periodically identify eligible schools for the implementation of face-to-face learning modality that will be forwarded to ROs;
- 2.10 prepare a division implementation plan for the conduct of limited face-to-face classes;
- 2.11 monitor and evaluate the implementation of the limited face-to-face;
- 2.12 provide technical assistance to schools regarding the conduct of face-to-face, as necessary; and
- 2.13 mobilize resources and support from community stakeholders to meet and sustain standards of the health and safety protocols.

### **3. Roles and Responsibilities of the RO**

During the preparation stage, the RO shall:

- 3.1 orient SDO key officials on the standards and process of pilot-implementation face-to-face classes;
- 3.2 prepare the R-SSA Template based on the School Safety Assessment Tool (SSAT) provided by DepEd Central Office; and
- 3.3 Cascade the R-SSA Template to SDOs.

Upon submission of the SDOs of the list of qualified schools, the RO shall:

- 3.4 consolidate the lists of qualified schools for the pilot implementation of the face-to-face learning modality submitted by the SDOs;



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- 3.5 forward the consolidated list of qualified schools of the Region to the Planning Service – Office of the Director in Central Office through Education Management Information System Division; and
- 3.6 inform SDOs of the final list of participating schools for the expanded pilot implementation of face-to-face learning modality under the Region;
- 3.7 prepare a regional implementation plan for the conduct of limited face-to-face classes;
- 3.8 monitor and evaluate the implementation of the limited face-to-face;
- 3.9 provide technical assistance to SDOs regarding the conduct of face-to-face, as necessary; and
- 3.10 mobilize resources to meet and maintain standards of the health and safety protocols.

**C. Assessment Proper**

1. All schools (public and private schools and SUCs/LUCs) shall be assessed using the R-SSA. The Planning, Policy, and Research Division (PPRD) shall cascade a Google Sheet template where only the Division Planning Officers shall be given access (link to be sent via their emails).
2. All schools (public and private schools and SUCs/LUCs) shall conduct a self-assessment using the indicators from the R-SSA, which are answerable by YES or NO. SDOs shall be given the leeway to devise a mechanism of cascading the R-SSA Template to the schools as well as retrieving their responses.
3. Schools' responses shall be submitted for periodic recording and monitoring by the SDOs via the R-SSA Template to be shared with each Division Planning Officer.

**D. Monitoring and Evaluation**

1. The submission of responses by the schools shall be made periodically every two (2) weeks.
2. The Division Composite Team shall consolidate the schools' responses via the provided Google Sheet template and update them periodically every two (2) weeks. They shall likewise monitor, validate and analyze the responses of each school within their respective SDOs. Each member shall have specific indicators in the assessment template to monitor and validate.
3. On or before the cut-off date of each cycle, members of the Composite Team submit an approved and signed copy of the sheet to DepEd RO3.



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4. The School Division Superintendents shall oversee the monitoring and validation over the assessment period.
5. DepEd RO3 through the PPRD shall have periodic monitoring and validation of schools and SDOs every two (2) weeks and shall coordinate with the Division Composite Team for validation over the said period.
6. For schools to be nominated and endorsed to conduct the expanded piloting of face-to-face classes, the barangay where the school is located must not have recorded any confirmed COVID-19 case/s in the past two (2) weeks, the school is accessible by public transportation or by foot, and must have responded with a YES to all indicators by the end of the monitoring period. All responses must have been validated in the Division and Regional levels.
7. At the end of the monitoring period, qualified schools which are nominated to conduct face-to-face classes based on the result of the safety assessment shall be endorsed to the Central Office for validation of DepEd and DOH.

**Note:** All provisions under Joint Memorandum Circular No. 01 s. 2021 or the Operational Guidelines on the Implementation of Limited Face-to-Face Learning Modality shall likewise be in effect.

**References:**

DepEd Memorandum No. 001 S. 2021 - The Conduct of School Safety Assessment in Preparation for the Conduct of Pilot Implementation of Face-to-Face Modality for the 638 Pre-Identified Schools

Joint Memorandum Circular No. 01 s. 2021 - Operational Guidelines on the Implementation of Limited Face-to-Face Learning Modality

OUA Memo 00-1021-0100 - Conduct of Detailed Assessment of the Readiness of School Facilities for Pilot Face-to-Face Classes

Enclosure No. 2 to Regional Memorandum No. \_\_\_\_\_ s. 2021



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**Schedule of Activities**

| <b>Period</b>                                 | <b>Activity</b>   | <b>Responsible Unit</b> |
|---|---|-------------------------|
| October 22, 2021                              | Orientation of SDO key officials on the standards and process of the pilot implementation of face-to-face classes   | RO                      |
| <b>Week 1</b><br>October 25, 2021             | Cascading of R-SSA Template to SDOs   | SDOs                    |
| October 25 – 29, 2021                         | Orientation of key school officials on the standards and process of pilot-implementation of face-to-face classes; Cascading of R-SSA Template to schools; Cycle 1 Assessment and Validation | SDOs<br>Schools         |
| <b>Week 2</b><br>November 1 – 5, 2021         | Cycle 1 Assessment and Validation (continued)   | SDOs<br>Schools         |
| November 5, 2021                              | Cut-off of Cycle 1 Assessment and Validation; Submission of Approved List of Qualified Schools to RO  | SDOs                    |
| <b>Weeks 3 and 4</b><br>November 8 – 19, 2021 | RO Cycle 1 Validation   | RO                      |
|   | Cycle 2 Assessment and Validation   | SDOs<br>Schools         |
| November 19, 2021                             | Cut-off of Cycle 2 Assessment and Validation;   | SDOs                    |



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|  |  |                 |
|--|--|-----------------|
|  | Submission of Approved List of Qualified Schools to RO   | Schools<br>SDOs |
| <b>Week 5 and 6</b><br>November 22 –<br>December 3, 2021 | RO Cycle 2 Validation  | RO              |
|  | SDO Cycle 3 Assessment and Validation  | SDOs            |
| December 3, 2021   | Cut-off of Cycle 3 Assessment and Validation   | SDOs<br>Schools |
|  | Submission of Approved List of Qualified Schools to RO   | SDOs            |
| <b>Week 5 and 6</b><br>December 6 –<br>December 17, 2021 | RO Cycle 3 Validation  | RO              |
|  | SDO Cycle 4 Assessment and Validation  |                 |
| December 17, 2021  | Cut-off of Cycle 4 Assessment and Validation;  | SDOs<br>Schools |
|  | Submission of Approved List of Qualified Schools to RO   | SDOs            |
| December 20 – 22, 2021                                   | RO Cycle 4 Validation;<br>Submission of Approved Final List of Nominated Schools for Expanded Face-to-Face Classes in Region III | RO              |



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