



Republic of the Philippines  
Department of Education  
REGION III  
SCHOOLS DIVISION OF BULACAN

October 29, 2021

DIVISION MEMORANDUM  
NO. 241 s. 2021

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

To: Assistant Schools Division Superintendents  
Division Chiefs  
Division Education Program Supervisors  
Public Schools District Supervisors  
All Others Concerned

1. This is to inform all concerned that SDO Bulacan shall implement the Region-wide School Safety Assessment (SSA) in Preparation for Future Expansion of Face to Face classes. The timeline covers November and December 2021.
2. The activity aims to:
  - 2.1. lay-out the procedures, assessment processes contained in the SSA guidelines;
  - 2.2. identify the SDO composite team/school governance team along with their roles and responsibilities; and
  - 2.3. comply with the requires reports on SSA implementation.
3. A meeting of the SDO composite team members is scheduled on November 2, 2021 (Tuesday) @ 9:00 AM, Conference Hall; while the virtual orientation of district supervisors, central school principal, district DRRM adviser and one (1) ICT personnel is scheduled on November 3, 2021 (Wednesday) @ 1:00 PM. The link will be sent before the activity
4. Enclosed are the implementation guidelines, assignment of functional units, focal persons & members of SDO Team, the SSA tool, and schedule of activities.
5. Immediate dissemination and strict compliance to this Memorandum is desired.

  
**ZENIA G. MOSTOLES, EdD, CESO V**  
Schools Division Superintendent





Republic of the Philippines  
Department of Education  
REGION III  
SCHOOLS DIVISION OF BULACAN

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Enclosure No. 1 to Division Memorandum No. 241, 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 School Safety Assessment (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.





Republic of the Philippines  
Department of Education  
REGION III

SCHOOLS DIVISION OF BULACAN

III. Implementation Arrangement  
A. Division Composite Team

Assignment of Functional Units, Focal Persons and Members of SDO Team on R-SSA

Area of Concerns	Assigned Functional Units	Focal Person	Members		Assigned Tasks
			Members	Assigned Tasks	
1. Managing School Operation	SGOD	EPS Jay Arr Tayao	✓ SM&E, DPF	• monitor and evaluate school data on accomplished R-SSA	
			✓ Soc/Mob	• to coordinate with LGU and other stakeholders on R-SSA implementation	
			✓ PSDS/SHs	• to orient teachers and other stakeholders on R-SSA implementation	
2. Focusing on Teaching and Learning	CID	EPS Jay Arr Sangoyo	✓ All EPS	• to render TA on R-SSA accomplishment, implementation plan preparation per alaga district	
			✓ All PSDS	• to consolidate and submit data of district via google to planning officer	
			✓ All Elem. SHs	• to accomplish R-SSA template and submit to PSDS	
3. Well-being and Protection	OSDS	Dr. Carlo Angelo Castillo	✓ Assigned Nurses per District	• to assess and validate data of schools on WB&P Indicators	
			✓ DRRM District Advisers	• to coordinate with PSDS/SHs on the operationalization of the Preventive Alert System in Schools (PASS) for COVID-19 (DepEd Memorandum No. 15, s. 2020)	
4. Home-School Coordination	CID & SGOD	Mr. Pete Lacap	✓ (with support from ICTSU)	• to cascade R-SSA template to all schools via link	
			✓ COS/AA	• to devise a system on how to consolidate school data to prepare consolidated report for submission to RO	
5. Data Consolidation at the SDO	Planning Unit	Mr. Paul Eduardo Cruz, Jr.	✓ COS/AA	• to check reliability of consolidated SDO R-SSA report	
			✓ COS/AA	• to prepare endorsement and transmittal Reports 1&2 on R-SSA to RO	
6. Coordination Strategies	CID	CS Gregorio C. Quinto, Jr.	✓ COS/AA	• to check reliability of consolidated SDO R-SSA report	
			✓ COS/AA	• to prepare endorsement and transmittal Reports 3&4 on R-SSA to RO	





Republic of the Philippines  
Department of Education  
REGION III  
SCHOOLS DIVISION OF BULACAN

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### 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 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 SDO Composite Team shall:

- a) monitor and validate the response of schools;
- b) respond to clarifications and queries of schools and;
- c) provide necessary technical assistance to ensure indicators are met; and
- d) 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:

- a) conduct necessary preparation to meet required indicators and standards as stated in the R-SSA, which includes but not limited to:
  - i. ensure strict implementation of health and safety protocols during face-to-face classes;
  - ii. orient parents, community, barangay officials, civil society organizations and other partners about the pilot face-to-face classes process, standards, roles, and responsibilities;
  - iii. secure written support from LGUs;
  - iv. develop contingency plan in case of school lockdown;
  - v. mobilize resources and support from community stakeholders to meet and sustain standards of the health and safety protocols;
  - vi. establish coordination mechanisms with BHERT and LGUs for referral system, contact tracing, school traffic management, disinfection, school lockdown, among others; and
  - vii. establish psychosocial support mechanisms to learners and school personnel
- b) consult key stakeholders in accomplishing R-SSA;
- c) accomplish the R-SSA Template via Google Sheets; and
- d) submit the result of the R-SSA to SDOs.





Republic of the Philippines  
Department of Education  
REGION III  
SCHOOLS DIVISION OF BULACAN

## 2. Roles and Responsibilities of the SDOs

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

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

After school-assessment, the SDOs shall:

- a) consolidate data of the schools and update entries if necessary;
- b) periodically update data of schools that are given technical assistance;
- c) periodically provide a report on the progress of the schools, indicating the indicators and standards schools find challenging to meet;
- d) periodically identify eligible schools for the implementation of face-to-face learning modality that will be forwarded to ROs;
- e) prepare a division implementation plan for the conduct of limited face-to-face classes;
- f) monitor and evaluate the implementation of the limited face-to-face;
- g) provide technical assistance to schools regarding the conduct of face-to-face, as necessary; and
- h) mobilize resources and support from community stakeholders to meet and sustain 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 SDO Planning Unit 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. Each member shall have specific indicators in the assessment template to monitor and validate.





Republic of the Philippines  
Department of Education  
REGION III  
SCHOOLS DIVISION OF BULACAN

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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 R03.
4. The School Division Superintendents shall oversee the monitoring and validation over the assessment period.
5. DepEd R03 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.





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Department of Education  
REGION III  
SCHOOLS DIVISION OF BULACAN

Enclosure No. 2 to Division Memorandum No. 241, s. 2021

**SCHEDULE OF ACTIVITIES**

Period	Activity	Responsible Unit
October 22, 2021	Orientation of SDO key officials on the standards and process of the pilot implementation of face-to-face classes	RO
November 3, 2021	Cascading of R-SSA Template to all schools	SDOs
November 3, 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 Schools
November 4, 2021	Cycle 1 Assessment and Validation (continued)	SDOs Schools
November 5, 2021	Cut-off of Cycle 1 Assessment and Validation; Submission of Approved List of Qualified Schools to RO	SDOs
November 8-12, 2021	RO Cycle 1 Validation	RO
	Cycle 2 Assessment and Validation	SDOs Schools
November 18, 2021	Cut-off of Cycle 2 Assessment and Validation	SDOs
	Submission of Approved List of Qualified Schools to RO	SDOs





Republic of the Philippines  
Department of Education  
REGION III  
SCHOOLS DIVISION OF BULACAN

November 22 to December 1, 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 Schools
	Submission of Approved List of Qualified Schools to RO	SDOs
December 6, 2021	RO Cycle 3 Validation	RO
December 10, 2021	SDO Cycle 4 Assessment and Validation	
December 17, 2021	Cut-off of Cycle 4 Assessment and Validation	SDOs Schools
	Submission of Approved List of Qualified Schools to RO	SDOs

