

3/04/2022

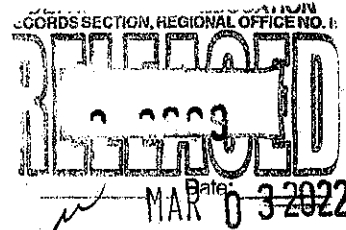
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ZENIA G. MOSTOLES, EdD, CESO V
Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON



REGIONAL MEMORANDUM

No. 134 s. 2022

SUBMISSION OF DIVISION WEEKLY REPORT ON THE LIST OF PUBLIC AND PRIVATE SCHOOLS FOR THE PROGRESSIVE EXPANSION OF THE LIMITED FACE-TO-FACE CLASSES

To: Schools Division Superintendents

1. Anent to the DepEd Memorandum titled "Submission of the Weekly Report on the List of Public and Private Schools for the Progressive Expansion of the Limited Face-to-Face Classes" dated February 24, 2022, Regional Offices (ROs) are required to submit, on a weekly basis, a report on the list of public and private schools for the progressive expansion phase of the limited face-to-face classes, for monitoring and reporting purposes to the Central Office.

2. Correspondingly, Schools Division Offices (SDOs) shall submit data for RO consolidation and validation. The submission of the data shall be classified into the levels of data sets:

2.1 Nominated Schools

Schools classified as nominated schools are considered ready to implement the limited face-to-face classes. Those are either (1) fully compliant with SSAT or (2) SSAT compliant but with pending LGU concurrence.

In this regard, the SDOs are advised to include both types mentioned above of schools in their consolidated list.

2.2 Eligible Schools

These refer to schools that are fully compliant with SSAT, have already secured LGU concurrence, and have been authorized by the Schools Division Superintendents to proceed with the implementation of the limited face-to-face classes at a certain schedule/date.

2.3 Participating Schools

These refer to the schools under Alert Level 1 and 2, under the Alert Level System imposed by the Inter-Agency Task Force for Emerging Infectious Diseases (IATF).



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3. In sum, the report to be submitted by SDOs shall contain the consolidated list of all **Nominated Schools** and **Eligible Schools**, public and private. Additionally, the SDOs shall be guided by the following:
- 3.1 The weekly reporting and submission of the relevant information shall be submitted using an online template on the list of qualified schools for the progressive expansion phase of limited face-to-face classes (instructions and definition of terms are provided therein and link to be released to DPOs);
 - 3.2 Public schools selected to participate in the expanded limited face-to-face must have been assessed and validated using the School Safety Assessment Tool (SSAT) by their respective SDO Composite Team, while Private Schools must have submitted required documents and undergone onsite validation based on the provisions under DO 85 s. 2022; the accountability on the submitted list of schools is placed over the SDSs being the approving authority of all schools to participate;
 - 3.3 **SGOD Chiefs and Division Planning Officers (DPOs)** are designated as Persons-in-Charge (PICs) at the Division Level who shall ensure timely and validated submission of all relevant information needed in the template;
 - 3.4 The PICs shall be available during the working hours; in case the assigned consolidators contact them for further data clarifications;
 - 3.5 The cut-off period for the SDO submission of the accomplished template shall be **every Tuesday of the week at 4:00 pm**. In case of a holiday, submission of reports shall be on the next working day; However, for this week only (due to time considerations), the **initial submission** of the Division weekly report will be on or before **March 2, 2022 (Wednesday) at 4:00 pm**. The prescribed timeline shall follow the succeeding weeks thereafter;
 - 3.6 Non-submission of the accomplished template within the said cut-off date shall mean that there are no additional public and private schools in your Division for the progressive expansion in that particular week. Thus, the latest submission of the Division shall be considered and included in the consolidation for reporting in the same week;
 - 3.7 Submitted templates shall be **verified and approved by the Schools Division Superintendent**. With such, an online folder shall be designated for the list for the week signed by DPOs, SGOD Chiefs,



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and SDSs to be submitted following the cut-off dates mentioned in item 4.5. SDOs shall ensure that the schools in the said signed list for the week must tally with those schools encoded in the online template for the same week;

3.8 Templates mentioned above can be edited and accessed in real-time through the Google Sheets and Google Drive Folders per SDOs;

4. Divisions shall be given their respective links to their repositories which shall contain (1) a Template for the List of Schools for the Progressive Expansion Phase of Limited Face-to-Face; (2) Google Folder for signed list of schools; and (3) Data Clarification in excel files. Only the PICs of each SDO shall be given access to their respective Google Drive files/folders;

5. An offline report using the said template may be submitted only in cases of concerns on internet connectivity. The offline report must be submitted to the Policy, Planning and Research Division through pprd.ro3@deped.gov.ph; Upon review and consolidation of the submissions, data concerns may be coordinated directly to the respective SDOs through the PICs for further clarification, if applicable.

6. For your information and compliance.


MAY B. ECLAR, PhD, CESO III
Regional Director

PPRD1/pprd4/pprd5



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