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Department of Education

By: [Signature]

REGION III-CENTRAL PHILIPPINES

Republic of the Philippines  
 Department of Education  
 3/9/2022

Reproduction No. 079, s. 2022  
 For dissemination and compliance.

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

RECORDS SECTION, REGIONAL OFFICE III  
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**REGIONAL MEMORANDUM**

No. 45 s. 2022

**IMPLEMENTATION GUIDELINES ON ISSUANCE OF SCHOOL SAFETY  
 ASSESSMENT TOOL COMPLIANCE CERTIFICATE FOR PROGRESSIVE  
 EXPANSION OF LIMITED FACE TO FACE CLASSES**

To: Assistant Regional Director  
 School Division Superintendents  
 Chiefs, Regional Functional Divisions  
 All Public School Heads  
 All Private Schools/SUCs/LUCs Administrators  
 All Others Concerned

1. DepEd Region 3 issues the enclosed Implementation Guidelines on the Issuance of School Safety Assessment Tool Compliance Certificate for Progressive Expansion of Limited Face-to-Face which shall serve as a basis for the Regional Office on the grant of and retention of the School Safety Assessment Tool Compliance Certificate to public and private basic education schools and SUCs/LUCs in the region.
2. These guidelines aim to layout eligibility requirements, processes for schools to qualify for the School Safety Assessment Tool Compliant Certificate and participation in the expansion of face to face classes.
3. These implementation guidelines shall take effect immediately.
4. Immediate dissemination and strict compliance to this Regional Memorandum is desired.

[Signature]  
**MAY B. ECLAR, PhD, CESO III**  
 Regional Director

Encls: As stated  
 To be indicated in the perpetual index under the following subject



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Certificate No. AIA17-0077



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Enclosure 1 to RM No. 45 s. 2022

**IMPLEMENTATION GUIDELINES ON ISSUANCE OF SCHOOL SAFETY  
ASSESSMENT TOOL COMPLIANCE CERTIFICATE FOR PROGRESSIVE  
EXPANSION OF LIMITED FACE TO FACE CLASSES**

**I. Rationale**

Cognizant to Joint Memorandum Circular No. 01 s. 2021 known as the Operational Guidelines on the Implementation of Limited Face-to-Face Learning Modality and to the approval of the recommendation for the progressive expansion of limited face-to-face classes by the President last January 17, 2022, preparations are presently underway for the implementation of limited face-to-face classes of the original pilot schools, and the commencement of the progressive expansion phase for both public and private schools and SUCs/LUCs.

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.

Thus, these guidelines aim to lay out the eligibility requirements and processes for schools to qualify for the School Safety Assessment Tool Compliance Certificate and to assure learners, parents, Local Government Units (LGUs), and other stakeholders of schools compliance with the minimum public health standards set by the government and to guide the safe implementation of the limited face-to-face classes.

**II. Scope**

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

**III. Implementation Arrangements**

**A. School Safety Assessment Tool Compliance Certificate (SSATCC)**

1. The SSAT Compliance Certificate shall affirm that a school has been found compliant to all the four indicators (YES to all indicators) in



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the School Safety Assessment Tool (SSAT): 1.1 Managing School Operations 1.2 Focusing on Teaching and Learning 1.3 Well-Being and Protection 1.4 Home-School Coordination.

2. The SSAT Compliance **Certificate shall be displayed conspicuously at all entrance points according to prescribed dimensions of height 42cm. width 30 cm.** Obtaining the Compliance Certificate shall be at no cost to the school (See Enclosure 2 School Safety Assessment Tool Compliance Certificate).
3. The SSAT Compliance Certificate shall be valid for six (6) months from the date of issuance. It shall be renewable subject to continued compliance with the eligibility requirements set forth herein.
4. The SSAT Compliance Certificate shall indicate the Issuing Authority, Date of Issuance, and Compliance Certificate Number and shall be verifiable with the Regional Office. Other security measures shall also be introduced. The Regional Office through the Quality Assurance Division shall keep a record of schools issued with the Compliance Certificate. The SSAT Compliance Certificate shall be issued in digital form. The digital SSAT Compliance Certificate shall be sent by Regional Office through electronic mail to the Schools Division Office.

**B. Issuing Authority**

DepEd Regional Director shall serve as the issuing authority of the SSAT Compliance Certificate. The Regional Composite Team shall review and confirm the list of schools endorsed by the Division Office Composite Team unless the RCT finds major issues in the SDO Composite Team endorsed list of schools.

**C. Eligibility Requirements for Public, Private and SUCs/ LUCs**

The following are the eligibility requirements to qualify for the SSAT certification:

1. Schools must be in areas under Alert Levels 1 and 2 based on the periodic risk assessment by the Department of Health (DOH).
2. Validation Report of the Division Composite Team/ District Composite Team, as the case maybe, as compliant with the standards of School Safety Assessment Tool (SSAT); and



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Certificate No. ASAT-0077



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3. Indorsement from the Schools Division Superintendent to the Regional Director.

**D. Certification Procedures**

1. The school principal shall download from the website the SSAT and perform self-assessment.
2. If self-assessment is favorable, the school principal shall then contact the Division/District Composite Team as the case maybe to schedule an inspection.
3. The Division/District Composite Team shall validate and inspect compliance of the school.
4. After the onsite validation, the Division/District Composite team shall inform the school principal of the result of validation and next steps.
  - 4.1 If the school is SSAT compliant, the Division/District Composite Team shall endorse the school to the School Division Superintendent who will in turn indorse to the Regional Office.
  - 4.2 If the school is found lacking in any of the indicators, the school principal shall be provided Technical Assistance by the team on how to address the deficiencies and apply for reassessment.
5. At the RO, the Policy, Planning, and Research Division shall be in charge of validating the list of participating public schools while the Quality Assurance Division shall be in charge of validating the list of private schools, SUCs and/LUCs.
6. If found in order, the Regional Director shall issue a SSAT Certificate of Compliance to the eligible school through the SDO.

**E. Approval of Expansion Schools**

The following are the requirements for the approval of Expansion Schools:



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1. The School must have a Certificate of Compliance issued by the Regional Director.
2. The School or the Division must have secured a written concurrence of the Local Chief Executive in the City or municipality where the expansion school is located, and the schools must also have taken the proper coordination with their respective barangay officials;
3. Students participating in the face-to-face classes must have the written consent of their parents;
4. Participating teachers are vaccinated, and
5. An additional requirement for the private schools/SUCs/ LUCs is the Letter of Intent addressed to the Regional Director.

**F. Safety SSAT Compliance Certificate Microsite.**

1. DepEd Regional Office III through the Public Affairs and ICT Units, shall establish a microsite, a dedicated page in the agency's official website, which shall contain the following information:
  - 1.1 Implementing Guidelines of the SSAT Compliance Certificate
  - 1.2 Contact Details of Regional and Division/District Composite Teams
  - 1.3 Downloadable School Safety Assessment Tool
  - 1.4 List of All Schools Issued with SSAT Compliance Certificate, including status (Active, Revoked, Reinstated)
  - 1.5 Complaint Hotlines
  - 1.6 Request Form for Reassessment or Reinstatement of SSAT Compliance Certificate

**G. Complaints Handling**

The public may report non-compliance with the minimum public health standards to the DepEd Regional Office 3 [region3@deped.gov.ph](mailto:region3@deped.gov.ph) or Public Assistance and Complaints Desk of the Schools Division Office.

**H. Renewal, Revocation, Reinstatement**



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1. The SSAT Compliance Certificate may be renewed not earlier than one (1) month before its expiration. To renew, the same procedure shall be followed.
2. The SSAT Compliance Certificate may be revoked by the Issuing Authority or through a valid complaint. The complaint must state:
  - 2.1 name and location of the school
  - 2.2 particular public health standard violated or a substantial description thereof;
  - 2.3 name and contact number of complainant/s;
  - 2.4 supporting proof (e.g., photos)
3. Upon receipt or referral of a valid complaint, the Regional Composite Team shall conduct a surprise inspection on the complained school. The Issuing Authority may also conduct a surprise inspection, motu proprio, for the purpose of revoking the Compliance Certificate when:
  - 3.1 a clustering of COVID-19 cases has been reported in the school; and
  - 3.2 willful violation of any of the minimum public health standards
4. Should the school granted with the SSAT Compliance Certificate be found non-compliant with any of the minimum public health standards,
  - 4.1 A Notice to Explain (NTE) shall be issued by the Issuing Authority;
  - 4.2 The NTE should be answered within forty-eight (48) hours and submitted to the Issuing Authority. Alternatively, the school may opt to comply within the same period and attach proof of compliance with the NTE.
5. Should the explanation be found lacking or should the school fail to comply, the SSAT Compliance Certificate shall be recalled by the Regional Office.
6. In case the violation pertains to any of the minimum public health standards, the school principal shall be given another forty-eight



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(48) hours from the time the SSAT Compliance Certificate is recalled to implement corrective actions. If after this period the school still fails to correct the deficiency, the SSAT Certificate shall be revoked until corrective actions have been implemented.

7. Schools with revoked SSAT Compliance Certificate may have the same reinstated in accordance with the submission to the Regional Office of a request for reinstatement complete with proof of full compliance with the SSAT as certified by the SDS.

**I. Safety Seal**

All schools that will be issued SSAT Compliance Certificate shall automatically be given Safety Seal once the guidelines from the Central Office have been released.

**J. 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.

**IV. Monitoring and Evaluation**

The SDOs shall be responsible in ensuring the continued compliance to the SSAT of the schools within their area of jurisdiction.

**References:**

- DOLE-DOH-DILG-DOT-DTI Joint Memorandum Circular No.21- series of 2022  
Implementing Guidelines of the Safety Seal Certification Program.
- DepEd Office of the Secretary and DoH Office of the Secretary (2021). Joint Memorandum Circular No. 01 s. 2021 - Operational Guidelines on the Implementation of Limited Face-to-Face Learning Modality
- DepEd Office of the Undersecretary for Administration (2021). OUA Memo 00-1021-0100 - Conduct of Detailed Assessment of the Readiness of School Facilities for Pilot Face-to-Face Classes
- DepEd Office of the Undersecretary for Field Operations, Palarong Pambansa Secretariat, and DEACO (2021). DM-OURO-21-0333 - Granular Risk Assessment of the Schools for Pilot Implementation of Face-to-Face Classes as of October 4, 2021
- DepEd School Effectiveness Division (2021). (1) Context and Background on the Pilot Implementation of the Face-to-Face Learning Modality [PowerPoint Slides]. School Safety Assessment Tool Orientation Google Drive: <https://drive.google.com/drive/folders/1XZY4WfJ6UxYk-bZd93kKFRZ4BCpZWmFS>

PPRD1/pprd5  
March 2, 2022






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Enclosure 2 to RM \_\_, s. 2022

**School Safety Assessment Tool Compliance Certificate**


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This

**SCHOOL SAFETY ASSESSMENT  
 TOOL COMPLIANCE CERTIFICATE**

[Control No. SSAT-001-0001-20220101]

is hereby issued to



**NAME OF SCHOOL**

Address

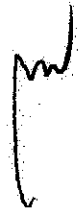
for having been found compliant with all the four indicators in the School Safety Assessment Tool (Managing School Operations, Focusing on Teaching and Learning, Well-Being and Protection, and Home-School Coordination) pursuant to DepEd-DOH Joint Memorandum Circular No. 01 s. 2021 and duly endorsed by the Schools Division Superintendent on \_\_\_\_\_ date. This Certificate is valid for six (6) months from date of issuance unless earlier revoked or cancelled.

Given this \_\_\_ day of \_\_\_\_\_.

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

Height: 42cm



Width: 30 cm



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