

May 18, 2020

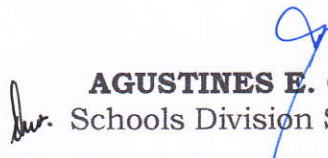
DIVISION MEMORANDUM

No. 126, s. 2020

GUIDELINES ON BACK TO SCHOOL ON JUNE 1, 2020

To : **School Governance and Operations Division (SGOD)**
Curriculum Implementation Division (CID)
District In-Charge
Elementary and Secondary School Heads
Elementary and Secondary School Teachers
This Division

1. Pursuant to D.O No. 007 s. 2020, Implementing Guidelines on the Calendar and Activities for School Year 2020–2021, reiterating Item V no. 13 that states “Teachers shall start rendering service on June 1, 2020 upon completion of summer vacation on May 31, 2020”, this Division implements **guidelines on back to school on June 1, 2020** in adherence with the guidelines of Inter-Agency Task Force for the Management of Emerging Infectious Diseases in the Philippines (IATF) in coordination with the Department of Health (DOH), Office of the President (OP), and Learning Continuity for Basic Education in Time of COVID-19 (BE-LCP) aligned with the following principles:
 - a. Provide health and safety measures to DepEd personnel and prevent them from further transmission of Covid-19;
 - b. Ensure safe return of learners and teaching and non-teaching personnel to work schools based on scenarios projected by DOH and IATF; and
 - c. Commit to ensure learning continuity amidst challenges.
2. Attached are the following enclosures:
 - a. Enclosure 1 - Division Guidelines on back to school on June 1, 2020;
 - b. Enclosure 2 - Template for Individual Work Plan; and
 - c. Enclosure 3 – Individual Daily Log and Accomplishment Report
3. Immediate and wide dissemination of this Memorandum is desired.


AGUSTINES E. CEPE, CESO V
Schools Division Superintendent

AEC/jpv/5-20-2020





(Enclosure 1 to Division Memorandum Number _____, s. 2020)

IMPLEMENTING GUIDELINES ON BACK TO SCHOOL ON JUNE 1, 2020

1. On June 1, 2020 all teaching and non-teaching personnel shall report to school physically with alternative work arrangement (work at home) for persons who are (60) years old and above, those with immunodeficiency, comorbidities or health risk, pregnant women, lactating mothers, and persons with disabilities (PWD);
2. Teaching and non-teaching personnel who are residing outside Misamis Occidental should follow safety protocols prescribed by LGU and shall secure the following:
 1. Medical Certificate from their place of origin issued by the Municipal/City Health Officer with Essential Normal Findings not Person Under Monitoring (PUM), nor Person Under Investigation (PUI); and
 2. Provincial boarder pass for government employees.
3. The following are the essential tasks of Teachers, School Heads, District In-Charge, Education Program Supervisors, and School-based personnel with Work At Home Arrangement.

For Teachers (In School)

1. Conduct the second wave of enrolment on June 1-30, 2020;
2. Post the names of incoming learners outside the classroom;
3. Arrange classroom set up to abide distancing protocol with a maximum of 20 learners per class;
4. Prepare a clean and well ventilated classroom minimizing wall decorations. Keep posters, hanging charts and other unnecessary materials to make the classroom spacious conducive to learning;
5. Provide water container one drinking glass per pupil placed at the personality corner or require them to bring their own water containers;
6. Prepare self-made learning materials or modules with work/activity sheets, e-learning materials (e.g. screen cast, video clip, and other downloaded interactive materials) and assessment. Submit at least one learning material per learning area daily to the office of the principal.
7. Group together with co-teachers of same grade level for unified preparation of self-made learning materials. (for big schools only);
8. For schools with online modality, explore Google sheet and Google classroom; and
9. Prepare and submit daily accomplishment reports (modules) to the school head.





For School Heads

1. Meet the teachers virtually or face to face observing health protocols and finalize the learning modalities of the new normal school. (Modality depends on the enrolment situation of the school);
2. Encourage the teachers to create video lessons or screen cast for the learners that can access online classes;
3. Check and quality assure the self-made learning materials submitted by the teachers;
4. Ensure that the following are available in the school before June 1, 2020:
 - a. Enrolment Forms;
 - b. Enrolment Box;
 - c. Tarp/Streamer or info graphics for the stakeholders information on the updates on the opening of classes about school modality of learning, and the “new normal” in the school;
 - d. Updated bulletin board;
 - e. Foot bath at the entrance;
 - f. Thermal scanner during entry of learners, teachers, and visitors; and
 - g. Washing facility with liquid soap near the school entrance;
5. Require teachers, learners and other school staff to wear face masks;
6. Provide teachers and learners with alcohol/hand sanitizers for disinfection; and
7. Ensure that classrooms of teachers who shall work from home are prepared for the opening of classes.
8. Create school Facebook page for the stakeholders to be updated in the activities and programs of the school;
9. Ensure compliance of personnel who work from home by monitoring and checking of daily outputs via online submission.

For District In-charge

1. Monitor and assist the schools on the progress of the self-made learning resources prepared by the teachers;
2. Gather soft copies of the learning modules from schools and submit them to the specific learning area coordinators; and
3. Monitor status of compliance of personnel submitting daily.





For Education Program Supervisors (EPS)

1. Provide inputs and technical assistance to teachers and school heads in the preparation of the self-learning materials (modules).

For School-Based Personnel with Work from Home Arrangement

1. Prepare self-made learning materials or modules with work/activity sheets, e-learning materials (e.g. screen cast, video clip, and other downloaded interactive materials) and assessment. Submit at least one learning material per learning area daily to the office of the principal;
2. For schools with online modality, explore Google sheet and Google classroom;
3. Submit daily accomplishment reports (modules) via online to the school head;
4. Always make themselves available and accessible during working hours, and must be able to respond to directives, requests, and queries through agreed modes of communication with their immediate supervisor;
5. Work schedule shall be guided by the following:
 - a. The eight (8)-hour workday shall be observed;
 - b. Flexible working hours shall still apply starting from 7:00a.m. to 9:30a.m. until 4:00p.m. to 6:30p.m.;
 - c. The time attendance or the actual time log (in and out) shall be monitored as reflected in the Office and Individual Accomplishment Report (Enclosures nos. 2 and 3) and Individual Accomplishment Report (Enclosure no. 4 as approved by the head of office.
 - d. No record of accomplishment means no work has been performed for the day, thus, subjecting the staff to absence.





(Enclosure no. 2 to Division Memorandum Number _____, s. 2020)

INDIVIDUAL WORKWEEK PLAN (Sample)

Name of Employee: _____

Position : _____

School : _____

District : _____

Date/s Covered: June 1 - 5, 2020

Date and Time	Alternative Work Arrangement*	Target Deliverables	
		Pending/For Continuation	New Deliverables
6/1/2020 Time-in: 8:00AM Time out: 5:00 PM	Work-from-Home	Developing screen cast	Submit via online self-made learning materials, activity/worksheets and assessment one per learning area.
6/2/2020 Time-in: 8:00AM Time out: 5:00 PM	Work-from-Home		
6/3/2020 Time-in: 8:00AM Time out: 5:00 PM	Work-from-Home		
6/4/2020 Time-in: 8:00AM Time out: 5:00 PM	Work-from-Home		
6/5/2020 Time-in: 8:00AM Time out: 5:00 PM	Work-from-Home		

Prepared by:

Approved by:

(Name & Signature of Teacher)

(Name & Signature of School Head)

Date:

Date:





(Enclosure No. 3 to DepEd Memorandum No. ___, s. 2020)

INDIVIDUAL DAILY LOG AND ACCOMPLISHMENT REPORT

Name of Employee: _____

Position : _____

School : _____

District : _____

Date/s Covered: June 1 - 5, 2020

Alternative Work Arrangement	Date and Actual Time logs	Actual Accomplishment s	No. of Outputs
Work-from-Home	6/1/2020 Time-in: 7:30AM Time out: 5:00 PM	Submitted via online self-made learning materials, activity/worksheets and assessment one per learning area.	8 self-learning materials submitted 1 screen cast/video dip
Work-from-Home	6/2/2020 Time-in: 7:00AM Time out: 6:00 PM		
Work-from-Home	6/3/2020 Time-in: 7:50AM Time out: 5:00 PM		
Work-from-Home	6/4/2020 Time-in: 7:30AM Time out: 7:00 PM		
Work-from-Home	6/5/2020 Time-in: 8:00AM Time out: 5:00 PM		

Prepared by:

Verified by:

(Name & Signature of Teacher)

Date:

(Name & Signature of School Head)

Date:

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