



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION

February 28, 2022

REGIONAL MEMORANDUM

NO. 093-2022

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

To: Assistant Regional Director
Schools Division Superintendents
All Others Concerned

1. In response to the unnumbered joint memorandum received from the offices of Undersecretaries Atty. Nepomuceno A. Malaluan and Revsee A. Escubedo and Assistant Secretary Malcom S. Garma dated February 24, 2022 entitled "Submission of the Weekly Report on the List of Public and Private Schools for the Progressive Expansion of the Limited Face-to-Face Classes", all Schools Division Offices (SDOs) are hereby directed to submit report on the implementation of the progressive expansion of the limited face-to-face classes using the attached template and following the provided instructions.
2. Reports are to be submitted every **Wednesday not later than 3:00 PM** of every week beginning **March 2, 2022** to give time for this office to consolidate and submit the same to DepEd-Central Office every **Thursday of every week at 12:00 NN** as prescribed in the cited joint memorandum.
3. Meanwhile, additional schools nominated to implement progressive expanded limited face-to-face classes shall be submitted not later than March 4, 2022 using the same template used for the list of schools nominated to implement expanded face-to-face classes.
4. Copies of the memorandum, templates and forms are attached to this memorandum for references. Reports are to be submitted in e-excel format.
5. For details or queries, kindly contact the Quality Assurance Division (QAD) at Tel. No. 422-1318 (local 1201) or email at quad.depedcar@gmail.com.
6. Immediate dissemination of this memorandum is desired.


ESTELA P. LEON-CARIÑO EdD, CESO III

 Director IV / Regional Director 

QAD/CDBJr./2-28-2022

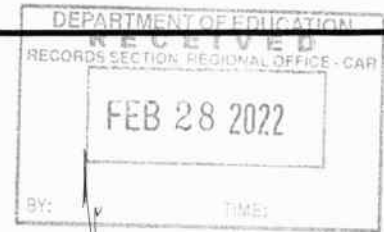


Address: Wangal, La Trinidad, Benguet
Telephone No.: (074) 422-1318
Email: car@deped.gov.ph

DepEd-CAR: Weaver of HOPE and Transformation
"Holistic Opportunities for all to be Performing and Excellent
Cordilleran Learners"



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY



MEMORANDUM

TO : **ALL REGIONAL DIRECTORS
MINISTER OF BASIC, HIGHER, AND TECHNICAL
EDUCATION, BARMM**

FROM : *Nepomuceno A. Malaluan*
Atty/NEPOMUCENO A. MALALUAN
Chief of Staff, Undersecretary
Planning

Revsee A. Escobedo
Atty. REVSEE A. ESCOBEDO
Undersecretary
Field Operations, Palarong Pambansa Secretariat, and DEACO

Malcolm S. Garma
MALCOLM S. GARMA
Assistant Secretary
National Academy of Sports and Field Operations

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

DATE : February 24, 2022

Pursuant to the approval of the recommendation for the progressive expansion by the President last January 17, 2022, the DepEd has issued Office Order (OO-OSEC-2022-003) titled, "Interim Guidelines on the Expansion of Limited Face-to-Face Classes," which provides guidance on the mechanisms and standards on the safe resumption of the face-to-face classes in basic education, pending issuance of the revised Joint Memorandum Circular (JMC) of DepEd and DOH on the operational guidelines on the implementation of limited face-to-face learning modality, as well as the DepEd Order (DO) on the guidelines of implementation of the face-to-face classes.

In view thereof, the Regional Offices (ROs) are requested to submit, on a weekly basis, a report on the list of public and private schools in your respective regions for the progressive expansion phase of the limited face-to-face classes, for monitoring and reporting purposes.

In this undertaking, a framework has been developed to show the progression of the different levels of data sets that need to be generated by the regional offices (ROs). This is in response to the possible challenges that might hamper the inclusion of a school for the expansion of limited face-to-face classes, such as in securing the local government unit's (LGU's) concurrence.

The submission of the data from the ROs to the Central Office (CO) will be classified into the levels of data sets:

1. Nominated Schools

- Schools classified as nominated schools are schools which are considered *ready* to implement the limited face-to-face classes, and those which are either (1) **fully compliant with SSAT**, or (2) SSAT compliant but **with pending LGU concurrence**. In this regard, the ROs are advised to include both the aforementioned types of schools in their consolidated list.

2. Eligible Schools

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

3. Participating Schools

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

In sum, the report to be submitted by the ROs shall contain the **consolidated list of all nominated and eligible public and private schools** in their respective areas of jurisdiction.

Additionally, the ROs shall be guided by the following:

1. The **weekly reporting and submission of the relevant information shall be submitted using the attached template on the list of qualified schools for the progressive expansion phase of limited face-to-face classes (Annex A)**, instructions and definition of terms are provided therein;
2. In accordance with OO-OSEC-2022-003, it shall be noted that the Regional Directors (RDs) are given the authority to assess, validate and select schools in their respective jurisdictions that will participate in the expanded limited face-to-face using the School Safety Assessment Tool (SSAT). Thus, the accountability on the submitted list of schools is also placed over the RDs;

3. All RDs are requested to **designate a *Person-in-Charge (PIC)* at the regional-level that will ensure timely and validated submission of all relevant information needed in the template;**
4. The *PICs* shall be available during the working hours, in case the assigned consolidators contact them for further data clarifications;
5. The cut-off period for the submission of the accomplished template will be **every Thursday of the week at 12:00 NN**. The **initial submission** of the weekly report will be **on or before March 3, 2022** (Thursday) at 12:00 NN. In case of a holiday, submission of report will be on the next working day;
6. Non-submission of the accomplished template within the said deadline would mean that there are no additional public and private schools in your region for the progressive expansion in that particular week. Thus, the latest submission of the region will be considered and included in the consolidation for reporting in the same week;
7. Submissions should be consolidated at the regional-level, verified and approved by the Regional Director. Individual submissions of division offices or schools will not be accepted and will be emailed back to the concerned Regional Office for their consolidation;
8. The aforesaid template can be accessed and edited real time through the Google Drive Folders per respective regions. See **Annex B** for the separate links for each region;
9. Regions will be given their respective links to their repositories which will contain (1) *Template for the List of Schools for the Progressive Expansion Phase of Limited Face-to-Face*; and (2) *Data Clarification* in excel files. Only the RD and PIC of each region shall be given the access to their respective Google Drive folder;
10. An offline report using the said template may also be submitted, in case of concerns on internet connectivity. The offline report must be submitted to Regional Operations Secretariat through usec.regops@deped.gov.ph;
11. Upon review and consolidation of the submissions, data concerns may be coordinated directly to the respective regional offices, through the Persons-In-Charge (PICs), for further clarification, if applicable; and
12. For documentation purposes, please submit the contact information (name, designation, email address and contact number) of the person-in-charge in the RO level using the prescribed template (**Annex C**). The accomplished template, approved and signed by the RD, shall be submitted on or before March 2, 2022, (Wednesday).

For further inquiries, please contact Ms. Bea Franchezka E. Yumang through bea.yumang@deped.gov.ph or Mr. Oscar D. Afos, Jr. through oscar.afos@deped.gov.ph.

For your compliance and appropriate action.

Thank you very much.

ANNEX B**List of Google Drive Links per Region**

Region	Google Drive Link
Region I	https://bit.ly/REGION1F2F
Region II	https://bit.ly/REGION2F2F
Region III	https://bit.ly/REGION3F2F
Region IV-A	https://bit.ly/REGION4AF2F
Region IV-B	https://bit.ly/REGION4BF2F
Region V	https://bit.ly/REGION5F2F
Region VI	https://bit.ly/REGION6F2F
Region VII	https://bit.ly/REGION7F2F
Region VIII	https://bit.ly/REGION8F2F
Region IX	https://bit.ly/REGION9F2F
Region X	https://bit.ly/REGION10F2F
Region XI	https://bit.ly/REGION11F2F
Region XII	https://bit.ly/REGION12F2F
Region XIII	https://bit.ly/REGION13F2F
CAR	https://bit.ly/CARF2F
NCR	https://bit.ly/NCR-F2F

(Insert Logo of Region Here)

DEPARTMENT OF EDUCATION
[INSERT REGION HERE]

CONTACT INFORMATION OF PERSONS-IN-CHARGE FOR MONITORING OF THE PROGRESSIVE EXPANSION OF THE LIMITED FACE-TO-FACE CLASSES

Name	Designation	Email Address <i>(Preferably)</i>	Contact Number <i>(Preferably)</i>	Alternate Contact Number

Approved by:

Regional Director

INSTRUCTIONS IN FILLING OUT THE TEMPLATE

I. General Instructions:

- 1 The weekly reporting and submission of the relevant information on the list of qualified schools for the progressive expansion phase of limited face-to-face classes shall be submitted using this template in MS Excel format (.xlsx);
- 2 Input all necessary data/information for the qualified Public and Private Schools Included in the Expansion of Limited Face-to-Face Classes;
- 3 For each appropriate sheet, please insert the region's logo and indicate the name of the region in the heading;
- 4 The weekly reporting and submission of the relevant information on the list of qualified schools for the progressive expansion phase of limited face-to-face classes shall be submitted using this template;
- 5 The list of qualified schools for the expansion phase of the limited face-to-face classes must be compliant with the standards stipulated in the School Safety Assessment Tool (SSAT);
- 6 The cut-off for the submission of accomplished template on the list of schools for the expansion phase of limited face-to-face classes will be every Thursday of the week at 12:00nn;
- 7 Submissions should be consolidated at the regional-level and verified by the Regional Director. Individual submissions of division offices or schools will not be accepted and will be emailed back to the concerned Regional Office for their consolidation;
- 8 Upon review and consolidation of the submissions, data concerns may be emailed back to the respective regional offices for further clarification, if applicable;
- 9 Do not leave any fields blank;
- 10 Do not merge any cells, rows, or columns;
- 11 Ensure validity of data/value that will be encoded in each cell;
- 12 Avoid unnecessary changes in the template. Encode only the needed data;
- 13 Do not remove or delete case rules provided in some of the columns with formula; and
- 14 For queries, please contact Ms. Bea Franchezka E. Yumang through bea.yumang@deped.gov.ph and Mr. Oscar Afos, Jr. through oscar.afos@deped.gov.ph.

II. Specific Instructions:			
INFORMATION		DEFINITION OF TERMS	SPECIFIC INSTRUCTIONS
A. Public and Private Schools			
1	School ID	Unique identification number of the public or private school	Do not leave blank. Please input valid School IDs.
2	School Name	Official name of the school	Input complete name of school. Use proper capitalization. Do not abbreviate.

3	SSAT Compliance	Compliance with SSAT	In the dropdown menu, select "YES" if the school is fully compliant with SSAT including LGU Concurrence and select "Pending LGU Concurrence" for schools that are also compliant with SSAT but with pending LGU Concurrence.
4	Implementing Phase	<p>Classification of schools per Implementing Phase based on the following criteria:</p> <p>Pilot School - refers to the school which was included in the initial pilot implementation of the face-to-face classes which commenced on November 15, 2021</p> <p>Additional Pilot School - refers to the school which was included in the expansion of the pilot implementation of the face-to-face classes which commenced on December 6, 2021</p> <p>Progressive Expansion - refers to the schools which will be included in the expansion phase of the limited face-to-face classes in 2022</p>	Input data based on the dropdown list in the column: Pilot School, Additional Pilot School, Progressive Expansion
5	Date of Approval of Implementation	Refers to the date of approval of implementation of the conduct of limited face-to-face classes upon validation in the field	Input the inclusive date when the school was approved to start the conduct of the implementation of limited face-to-face classes. Follow MM/DD/YYYY format.
6	Date of Start of Limited Face-to-Face Classes	Refers to the start date of the conduct of limited face-to-face classes	Input the inclusive date when the school started the implementation of limited face-to-face classes. Follow MM/DD/YYYY format.
7	No. of Participating Learners	Number of learners participating in the entire duration of limited face-to-face classes	Input the total number of learners participating in the entire duration of limited face-to-face classes in the school per grade level, according to appropriate columns.
8	No. of Participating Teaching Personnel	Number of teachers participating in the limited face-to-face classes	Input the total number of teachers participating in the limited face-to-face classes in the school.
9	No. of Participating Non-Teaching Personnel	Number of non-teaching personnel participating in the limited face-to-face classes	Input the total number of non-teaching personnel participating in the limited face-to-face classes in the school.

10	Learning Platforms Used for Distance Learning Modality for Non-Face-to-Face Classes	<p>Refers to the different learning platforms under distance learning that are implemented by the school, in combination with the limited face-to-face modality, which are as follows:</p> <ul style="list-style-type: none"> - Modular Distance Learning - Online Distance Learning - TV-based Instruction - Radio-based Instruction 	<p>Under each of the corresponding learning platform, select "YES" if the appropriate learning platform is being implemented by the school; select "NO" if not. The encoder may select more than one (1) learning platform.</p>
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TRACKING TEMPLATE FOR THE IMPLEMENTATION OF FACE-TO-FACE CLASSES

SDO _____

SCHOOL ID	SCHOOL NAME	SSAT COMPLIANCE Note: Select YES or Pending LGU Concerrence	IMPLE- MENTING PHASE	DATE OF APPRO- VAL OF IMPL- MENTA- TION	DATE OF START OF LIMITED FACE-TO- FACE CLASSES	NO. OF PARTICIPATING LEARNERS												NO. OF PARTICI- PATING TEA- CHING PERSON NEL	NO. OF PARTICI PATING NON-TEA- CHING PERSON NEL	LEARNING PLATFORMS USED FOR DISTANCE LEARNING MODALITY FOR NON-FACE-TO-FACE CLASSES Note: Select YES or NO																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
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NOTE: TO BE SUBMITTED IN e-EXCEL FORMAT



DEPARTMENT OF EDUCATION
Cordillera Administrative Region

Submitted by: CLEMENTE D. BANDAO JR./OIC-QAD

Approved by: ESTELA P. LEON-CARIÑO EdD, CESO III/REGIONAL DIRECTOR

**LIST OF ADDITIONAL SCHOOLS NOMITED TO IMPLEMENT THE PROGRESSIVE EXPANDED LIMITED
FACE-TO-FACE CLASSES**

DIVISION	No. per SDO	Total No.	PROVINCE	MUNICIPALITY	SCHOOL NAME	SCHOOL ID	GRADE LEVEL OFFERING	COMPLIANT WITH THE SCHOOLS SAFETY ASSESSMENT TOOL (SSAT)? Yes/No	REMARKS
IFUGAO	1	1	IFUGAO	Lagawe	Montabiong Elementary School	135889	K-6	Yes	
	2	2		Tinoc	Mulam Primary School	135953	K-4	Yes	

NOTE: TO BE SUBMITTED IN e-EXCEL FORMAT