



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
No. 689, s. 2021

October 29, 2021

**COMPOSITION OF THE DIVISION SCHOOL SAFETY ASSESSMENT
TASK FORCE (SSATF)**

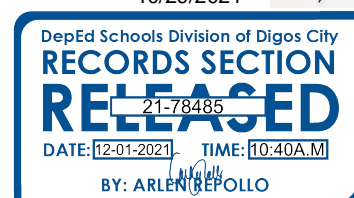
To: Chief Education Supervisors - (CID&SGOD)
Public Schools District Supervisors
Education Program Supervisors
Senior Education Program Specialists
Education Program Specialists II
Division Planning Officer
Division DRRM Coordinator
Division Health and Nutrition Personnel
Division Administrative Officers
Division Engineer
Concerned Division Office Personnel
All School Heads
School Clinic Teachers
School DRRM Coordinators
School Guidance Counselors/Designates
All Others Concerned

1. The Department of Education (DepEd), in its commitment to ensure learning continuity amid the challenges and ambiguities brought about by the COVID-19 pandemic, will conduct school safety assessment in preparation for the expanded implementation on face-to-face learning modality for the pre-identified schools.
2. Attached are the composition of the Division School Safety Assessment Task Force (Enclosure 1) and Terms of Reference (Enclosure 2).
3. For your information, guidance, and compliance.

CRISTY C. EPE

Schools Division Superintendent

10/29/2021



COMPOSITION OF THE DIVISION SCHOOL SAFETY ASSESSMENT TASK FORCE

EXECUTIVE COMMITTEE	Chairperson: CRISTY C. EPE Co-chairperson: BASILIO P. MANAY-AY, JR., EdD	MEMBERS
		BEVERLY S. DAUGDAUG, EdD SOLLIE B. OLIVER, JD, MATE
SHARED RESPONSIBILITY	Chairperson: SOLLIE B. OLIVER, JD, MATE	ALL SCHOOL HEADS
ALTERNATIVE WORK ARRANGEMENT	Chairperson: FRANCIS JUDE ALCOMENDRAS, JD,MPA	HUMAN RESOURCE MANAGEMENT OFFICER
CLASSROOM LAY-OUT AND STRUCTURE	Chairperson: ENGR. HELEN FRANCONAS	ALL SCHOOL PROPERTY CUSTODIANS
SCHOOL TRAFFIC MANAGEMENT	Chairperson: REYZEN O. MONSERATE, RN	ALL SCHOOL DRRM COORDINATORS
PROTECTIVE MEASURES, HYGIENE PRACTICES AND PROCEDURES	Chairperson: DR. JASMINE ASARAK Co-Chairperson: HAZEL MARIE L. ESCABILLAS	ALL DIVISION HEALTH PERSONNEL ALL SCHOOL CLINIC TEACHERS
COMMUNICATION STRATEGY	Chairperson: TITO ENDRINA, PhD Co-Chairperson: GERVASIO R. SALINAS, JR., PhD	ALL SCHOOL INFORMATION COORDINATORS
CONTINGENCY PLAN	Chairperson: XAVIER S. FUENTES Co-chairperson: AIRON ALEJANDRO	SENIOR EDUCATION PROGRAM SPECIALISTS EDUCATION PROGRAM SPECIALISTS II
FOCUSING ON TEACHING AND LEARNING	Chairperson: BEVERLY S. DAUGDAUG, EdD Co-Chairperson: CLARENCE S. PILLEREN, EdD	ALL EDUCATION PROGRAM SUPERVISORS ALL PUBLIC SCHOOLS DISTRICT SUPERVISORS
TEACHER SUPPORT	Chairperson: RONALD DEDACE Co-Chairperson: CECILE UY	ALL SCHOOL HRDD COORDINATORS
WELL-BEING AND PROTECTION	Chairperson: DR. JASMINE ASARAK Co-Chairperson: DAISSY JANE P. SANROY, RN	ALL DIVISION HEALTH PERSONNEL DIVISION GUIDANCE COORDINATOR ALL SCHOOL CLINIC TEACHERS ALL SCHOOL GUIDANCE COUNSELORS/DESIGNATES
COVID-19 CASE MANAGEMENT INCLUDING HOME-SCHOOL COORDINATION	Chairperson: REYZEN O. MONSERATE, RN Co-Chairperson: HAZEL MARIE L. ESCABILLAS, RN	ALL DIVISION HEALTH PERSONNEL MEMBERS OF SAFETY MANAGEMENT COMMITTEE MEMBERS OF DIVISION COVID-19 TASK FORCE ALL SCHOOL CLINIC TEACHERS ALL SCHOOL DRRM COORDINATORS
INCLUSIVE EDUCATION	Chairperson: BEVERLY S. DAUGDAUG Co-Chairperson: GEMMA SALANGA	DIVISION & SCHOOL IPED COORDINATORS, DIVISION & SCHOOL SPED COORDINATORS, EDUCATION PROGRAM SPECIALISTS – ALS, DISTRICT ALS COORDINATORS, MOBILE TEACHERS, ALS IMPLEMENTERS



TERMS OF REFERENCE

1. **Division School Safety Assessment Task Force** – responsible for the assessment of schools' readiness to participate in the conduct of the expanded implementation of face-to-face learning modality in the time of the COVID-19 pandemic and provide technical assistance to schools.
2. **Shared Responsibility** – shall ensure that schools have secured support of Local Government Units through a resolution or a letter of support, schools have secured written consent from parents/guardians who will participate in the limited face-to-face classes, schools have mobilized resources and support from community stakeholders to meet the standards of the health and safety protocols, and schools have conducted simulation activities among school personnel regarding protocols and routines to replicate and discuss possible scenarios during the actual conduct of face-to-face classes.
3. **Alternative Work Arrangement** – shall ensure that schools have implemented an Alternative Work Arrangement necessary to deliver quality basic education in a safe learning environment to learners, and schools have oriented teaching personnel and non-teaching personnel on the Alternative Work Arrangement that will be implemented during the limited face-to-face classes.
4. **Classroom Layout and Structure** – shall ensure that schools have established mechanisms inside the classroom to ensure zero to minimal risk of COVID-19 transmission of the learners.
5. **School Traffic Management** – shall ensure that schools have set-up clear and easy-to-understand signages, preferably in local languages and Braille, and mechanisms to strengthen observances of health protocols and protective measure.
6. **Protective Measures, Hygiene Practices, and Safety Procedures** – shall ensure that schools have established safe entrance and exit procedures for teachers, students, and non-teaching personnel, and school visitors, schools have established contact tracing procedures/tools for school-goers, schools have mobilized the School COVID-19 DRRM Team that will take charge in ensuring effective implementation of the schools' health and safety protocols that are in place and are observed during the preparation and implementation of limited face-to-face classes, schools have set-up proper sanitation and hygiene facility for school-goers, schools have ensured regular sanitation and disinfection of school facilities, furniture, and equipment, and schools have ensured proper disposal system of infectious wastes such as tissues and masks, in non-contact receptacles.
7. **Communication Strategy** – shall ensure that schools have developed a communication plan, schools have prepared an orientation session for learners, parents, guardians, teaching, and non-teaching personnel, external stakeholders, and LGU of the eligibility criteria for participation, existing protocols, mechanisms, and procedures needed in the conduct of the limited face-to-face classes, schools have proactive COVID-19 local hotlines/help desk or any similar local mechanism that connects and coordinates to the hospitals, testing facilities, and LGUs and schools have prepared re-orientation session for school stakeholders on measures needed for the reopening of the school in the event of resurgences and school lockdown.
8. **Contingency Plan** – shall ensure that schools have followed a decision model and contingency plan for reclosing and reopening the school in case of COVID-19 resurgence in the community, and schools have developed continuity of learning while the school is closed until the local authorities have determined the safe resumption of face-to-face classes.



9. **Focusing on Teaching and Learning** - shall ensure that schools have secured sufficient supply of learning resources needed for the face-to-face classes, schools have designed class program that cater both learners of the limited face-to-face classes arrangement and distance education while observing the maximum 6-hour classroom teaching hours of teachers, schools have comprehensively profiled learners who will participate in the implementation of the face-to-face classes, schools have attendance monitoring of learners, schools have informed teachers to conduct consultations with parents, provision of feedback and instructional support for learners, facilitation of assessment, preparation of Weekly Home Learning Plan, and other related tasks, and schools have ensured prohibition of conduct of physical or face-to-face large gatherings, group work, or other activities that will require close contact or where physical distancing may not be possible.
10. **Teacher Support** – shall ensure that schools provided appropriate learning and development support plan in providing better quality basic education services, and schools have oriented teachers on their budget of work and ensured that the school requirement for learners is in observance of academic year.
11. **Well-Being and Protection** – shall ensure that schools have secured sufficient supply of personal protective equipment (PPEs) for learners and school personnel, schools have secured adequate supply of face masks, face shields, and other COVID-19 protective gears for learners, schools have ensured that the available sanitation and disinfection materials are approved by the Philippine Food and Drug Administration (FDA), schools have secured sufficient supply of sanitation and disinfection materials for strategic school locations, and schools have ensured PPE requirements, specifications, and standards for different types of COVID-19 management activities.
12. **COVID-19 Case Management** – shall ensure that schools have developed strategies to prevent COVID-19, schools have identified strategies to detect COVID-19, schools have developed strategies to isolate and treat COVID-19, schools have developed strategies in providing psychosocial support to the learners, teachers, and personnel, schools have established clear procedure of referral system for COVID-19 confirmed and suspected personnel and learners, and schools have established clear contact tracing and quarantine system for close contacts of COVID-19 confirmed positive cases.
13. **Inclusive Education** – shall ensure that schools have identified learners who are most vulnerable and disadvantaged in terms of access to learning as indicated in the eligibility of learners, schools have developed learning strategies to cater the needs of the marginalized learners such as modules in braille, mother-tongue languages, and usage of Filipino Sign Language, schools have ensured participation in school-based services, schools have established close coordination with the Department of Social Welfare and Development Case Managers of those learners who are marginalized, and schools have coordinated with their respective local government units.

