



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

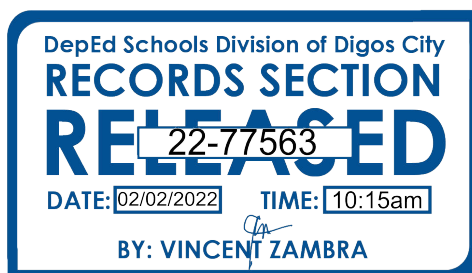
January 31, 2022

Division Memorandum
No. 065 s. 2022

**CONDUCT OF SHARING SESSION ON THE PREPARATION OF OPERATIONS
MANUAL/IMPLEMENTATION PLAN ON LIMITED FACE TO FACE
CLASSES FOR SCHOOL HEADS and
ADM SCHOOL COORDINATORS**

**TO : CID and SGOD Chiefs
Public Schools District Supervisors
Elementary and Secondary School Heads
School ADM Coordinators**

1. In pursuance to DepEd and DOH Joint Memorandum Circular No. 01, s. 2021, re: Operational Guidelines on the Implementation of Face-to-Face Learning Modality, this Office informs the field on the Conduct of Sharing Session on the Preparation of Operations Manual/Implementation Plan for Limited Face to Face Classes on February 3, 2022: a) Elementary Level **at 8:00am to 10:00am**, and b) **Secondary Level at 10:00am to 12:00nn**, with google link to be provided before the schedule.
2. The main objective of the said sharing session is to enhance the School Heads' capacity in the preparation of Operations Manual/Implementation Plan for Limited Face-to-Face Classes by sharing the Operations Manual prepared through the ADM Program.
3. With this sharing session, and in connection with the ongoing preparation and validation as to school readiness guided with the indicators in the School Safety Assessment Tool, schools are expected to complete their Implementation Plan for Limited Face-to-Face Learning Modality, which shall also be monitored through the ADM Program.
4. Moreover, PSDSs are expected to provide technical assistance to School Heads in the crafting of the Operations Manual/Implementation Plan, and to include the status of preparation in their weekly monitoring report.
5. For guidance and compliance.



Approved:

CRISTY C. EPE
Schools Division Superintendent

