



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

13 OCT 2020

DIVISION MEMORANDUM
 No. 266 s. 2020

**REITERATION AND CLARIFICATION OF DEPED ORDER NO. 11, S. 2020
 AND DEPED ORDER NO. 14, S. 2020**

To: OIC-Assistant Schools Division Superintendent
 Chief Education Supervisors
 Heads, Public Elementary and Secondary Schools
 Heads, Unit/Section
 All Others Concerned

1. The City Schools Division of the City of Tayabas hereby reiterates and clarifies current issues and concerns of schools on the implementation of Order No. 14, s. 2020 re: GUIDELINES ON THE REQUIRED HEALTH STANDARDS IN BASIC EDUCATION OFFICES AND SCHOOLS and DepEd Order No. 11, s. 2020 re: REVISED GUIDELINES ON THE ALTERNATIVE WORK ARRANGEMENTS IN THE DEPARTMENT OF EDUCATION DURING THE PERIOD OF STATE OF NATIONAL EMERGENCY DUE TO COVID-19 PANDEMIC in line with DOH Guidelines on the Risk-Based Public Health Standards for Covid-19 Mitigation (DOH AO No. 2020-0015).

2. Consistent with the Basic Education Learning Continuity Plan (BE-LCP), this office recommends compliance of all schools to the DepEd Required Health Standards summarized in the following four COVID-19 mitigation objectives:

a. Increase Physical and Mental Resilience

- 1). Practice respiratory etiquette at all times.
- 2). School Administrators must provide mental and psychosocial support such as but not limited to in-house counseling sessions, online counseling and support groups.
- 4). Alternative arrangements may be offered to personnel who are elderly, with underlying conditions, and pregnant. If alternative arrangements are not possible, designated areas in communal areas must be available to high-risk groups.
- 5). Temporary accommodation may be provided to employees, if necessary, and other forms of assistance such as financial, transportation and food.
- 6). Other NGAs shall continue or may further expand their assistance to the vulnerable groups as part of their mandates.

b. Reduce Transmission

- 1). Provide handwashing stations, hand sanitizers, and dispensers with an alcohol-based solution in all rooms, communal areas, and amenities



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especially eating areas; toilet facilities must have adequate water and soap for handwashing,

2). Students and teachers must perform regular and thorough handwashing with soap and water. Schools must allot specific period of time for handwashing. Hand sanitizers or alcohol-based solutions must be available in all classrooms or school facilities.

3). Ensure routine cleaning of frequently touched surfaces and objects and replacement of disinfectant solutions in foot baths.

4). Observe proper and regular disinfection of vehicles and workplace.

5). Allocate appropriate PPEs to teachers, canteen vendors, maintenance, and security guards. School personnel who are in contact with students and school staff such as security guards, maintenance crew, canteen handlers, etc., must wear masks and face shields at all times.

c. Reduce Contact

1). Practice physical distancing at least 1 meter apart in all communal areas. Strictly no mass gathering, no eating together and no ride sharing.

2). Provide platform for online learning, adjustment of teaching methods and schedules to allow for physical distancing;

3). Administrators should provide modified alternative structures and arrangements.

4). Limitation of non-essential services.

5). Restriction on large gathering e.g. school activities, field trips, sports festivals, and flag ceremony, if physical distancing is not possible.

6). Strictly implement health declaration.

7). Practice the protocol work – home commute routine.

8). Instill a unidirectional airflow and traffic.

9). Reduce workforce who are physically present.

d. Reduce Duration of Infection

1). School administrators must provide alternative arrangement for students, teachers, and personnel e.g. online meetings/classes, recorder classes, etc., with flu-like symptoms.

2). School administrators and teachers must subject all students and personnel to temperature checks prior to entering the classrooms and facilities.

3. Further, in addressing emerging challenges in enrolment, the following must be observed:

a. School heads shall submit early assessment of learners indicating the need/s for teacher volunteers or teacher aide or para teachers and recommend applicants, if any.

b. The school needs to break sections of self-contained classes into blocks with appropriate number in relation to class size particularly the classes in key stage 1.

c. School heads must ensure that teachers prepare specific schedule of learning activities for classes assigned to them.

d. For classes organized with specification factor, subject teachers within grade level shall collaborate to allot specific time within the day/week for self-study/with parents' assistance and time to communicate with teachers.



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- e. When all possible means for neighborhood organizations of classes have been exhausted, teacher shall define a regular schedule of communication to learners not covered. The same applies to teachers residing outside the community where official workstation is located.
 - f. Non-resident teachers may opt to report (with strict observance to health protocols) to school and use school as meeting area for parent concern. Otherwise, short messaging system and other acceptable social media platform can be utilized.
 - g. Maintain a list of volunteers for logistics and instructional aides. Schools shall continue partnership/engagements to enlist greater support from community and other agencies.
4. Division Memorandum No. 122 s. 2020 dated June 23, 2020, Division Memorandum No. 223 s. 2020 dated September 14, 2020 and Division Memorandum No. 245 s. 2020 dated September 29, 2020 are still in effect and shall be observed.
5. Immediate and widest dissemination of this memorandum is desired.

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Schools Division Superintendent



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