



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

060822-288



8 JUN 2022

DIVISION MEMORANDUM
No. 304 s. 2022

**REVISED GUIDELINES FOR THE PROCESSING OF PRIVATE SCHOOLS'
APPLICATIONS IN THE IMPLEMENTATION OF PROGRESSIVE FACE-TO-FACE
CLASSES USING THE REVISED SCHOOL SAFETY ASSESSMENT TOOL**

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

1. Attached herewith is Regional Memorandum DEPED-R4A-05-RM-22-213 with the abovementioned title for your reference.
2. For information and guidance.


NATIVIDAD P. BAYUBAY, CESO VI
Schools Division Superintendent 



Brgy. PotoI, Tayabas City



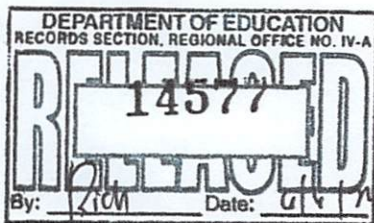
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Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



23 May 2022

Regional Memorandum

REVISED GUIDELINES FOR THE PROCESSING OF PRIVATE SCHOOLS' APPLICATIONS IN THE IMPLEMENTATION OF PROGRESSIVE FACE-TO-FACE CLASSES USING THE REVISED SCHOOL SAFETY ASSESSMENT TOOL

To **Schools Division Superintendent**
Division Private Schools Association Presidents
Private Schools Administrators

1. With reference to an unnumbered memorandum from the Office of the Undersecretary and Chief of Staff dated April 25, 2022 and entitled "Process Flow of Data Collection and Report Generation of the Revised School Safety Assessment Tool (SSAT) and DepEd Memorandum No. 030 s. 2022, this Office through the Quality Assurance Division (QAD) revised the processing of the applications of private schools for progressive face-to-face classes.
2. The following are the steps to follow by the private school applicants, schools division offices, and regional office in processing the applications for face-to-face classes.
 - a. The private school shall send the following requirements (a.1-a.5) via QAD-created email addresses for each SDO and accomplish the SSAT link (a.6).
 - a.1 **Formal letter** addressed to the Regional Director, copy furnished to the Schools Division Superintendent, containing the intent to implement F2F classes; objectives, expected outcomes and commitment to observe safety protocols as stipulated in DepEd-DOH JMC No. 1 s. 2022; and willingness to report on lessons and recommendations on a quarterly basis for the implementation of F2F classes.
 - a.2 **Implementation Plan** that includes timelines following the four (4) components of the operational framework, namely, (i) Safe Operations, (ii) Teaching and Learning, (iii) Including the Most Marginalized, and (iv) Well-being and Protection
 - a.3 **Contingency Plan** showing action points to address contingencies that might occur during the implementation.
 - a.4 **Notarized Affidavit of Undertaking** to comply with all the rules and regulations relative to the conduct of F2F classes and resume responsibility for its implementation.
 - a.5 **Other Requirement: Accomplished Verification Sheet** duly signed by the SDO Composite Team (See page 14 of Enclosure to DepEd Memorandum No. 030 s. 2022)



Address: Gate 2, Karangalan Village, Cainta, Rizal

a.6 Revised School Safety Assessment Test through the link provided to each SDO as listed below:

Division	Revised SSAT Google Forms
Antipolo City	https://bit.ly/R4a-SDO-AntipoloCity-Revised-SSAT
Bacoor City	https://bit.ly/R4a-SDO-BacoorCity-Revised-SSAT
Batangas	https://bit.ly/R4a-SDOBatangasProvince-Revised-SSAT-Final
Batangas City	https://bit.ly/R4a-SDO-BatangasCity-Revised-SSAT
Binan City	https://bit.ly/R4a-SDO-BinanCity-Revised-SSAT
Cabuyao City	https://bit.ly/R4a-SDO-CabuyaoCity-Revised-SSAT
Calamba City	https://bit.ly/R4a-SDO-CalambaCity-Revised-SSAT
Cavite	https://bit.ly/R4a-SDO-Cavite-Revised-SSAT
Cavite City	https://bit.ly/R4a-SDO-CaviteCity-Revised-SSAT
Dasmarinas City	https://bit.ly/R4a-SDO-DasmarinasCity-Revised-SSAT
General Trias City	https://bit.ly/R4a-SDO-GeneralTriasCity-Revised-SSAT
Imus City	https://bit.ly/R4a-SDO-ImusCity-Revised-SSAT
Laguna	https://bit.ly/R4a-SDO-Laguna-Revised-SSAT
Lipa City	https://bit.ly/R4a-SDO-LipaCity-Revised-SSAT
Lucena City	https://bit.ly/R4a-SDO-LucenaCity-Revised-SSAT
Quezon	https://bit.ly/R4a-SDO-Quezon-Revised-SSAT
Rizal	https://bit.ly/R4a-SDO-Rizal-Revised-SSAT
San Pablo City	https://bit.ly/R4a-SDO-SanPabloCity-Revised-SSAT
San Pedro City	https://bit.ly/R4a-SDO-SanPedroCity-Revised-SSAT
Sta. Rosa City	https://bit.ly/R4a-SDO-StaRosaCity-Revised-SSAT
Tanauan City	https://bit.ly/R4a-SDO-TanauanCity-Revised-SSAT
Tayabas City	https://bit.ly/R4a-SDO-TayabasCity-Revised-SSAT

b. The Regional Office shall evaluate the completeness of the submission.

- If the submission is complete and compliant, the RO shall provide the private school with the link to the Google Form on the Status of Compliance with Face-to-Face Requirements for CO record and monitoring purposes.
- If the submission is deficient, the RO shall clearly communicate the deficiencies to the private school for compliance.
- If the submission warrants further validation, the RO shall endorse the private school submission to the SDO for technical assistance. Once validation is done, the SDO shall then endorse back to RO for evaluation.

Once the private school has submitted the complete documents, complied

Status of Compliance with Face-to-Face Requirements, the school can already start their Face-to-Face Classes as long as it is located in areas under Alert Level 1 or 2.

- c. The RO shall issue Eligibility Certificate and Safety Seal to the private schools that are ready and compliant for the implementation of progressive face-to-face classes.
3. Private schools that have been previously issued with Eligibility Certificate and Safety Seal are deemed compliant. Other private schools whose applications were submitted with reference to RM No. 112, s. 2022 prior the publication of this RM No. 316 s. 2022 need not re-apply.
4. For further details, please refer to the attached CO memorandum or coordinate with the QAD Education Program Supervisor in-charge of your Schools Division thru Landline No. (02)86822114 loc 450.
5. Wide dissemination of and strict compliance with this memorandum are enjoined.



FRANCIS CESAR B. BRINGAS
Regional Director 

qad/esg



Republic of the Philippines
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OFFICE OF THE SECRETARY

**TO : REGIONAL COMPOSITE TEAM
SCHOOLS DIVISION OFFICE COMPOSITE TEAM
ALL OTHERS CONCERNED**

**FROM : 
ATTY. NEPOMUCENO A. MALALUAN
Undersecretary and Chief of Staff**

**SUBJECT : PROCESS FLOW OF THE DATA COLLECTION AND REPORT
GENERATION OF THE REVISED SCHOOL SAFETY ASSESSMENT
TOOL (SSAT)**

DATE : 25 April 2022

In accordance with the Department Memorandum 30 s. 2022 *Dissemination of the revised School Safety Assessment Tool for the Progressive Expansion of the Face-to-Face Classes*, all Regional Offices (ROs) and Schools Division Offices (SDOs) are strongly requested to expedite the dissemination of the revised SSAT in order to open more schools for the progressive expansion of the face-to-face classes in areas under Alert Levels 1 and 2 or based on the latest risk classification issued by the Inter-Agency Task Force for Emerging Infectious Diseases (IATF-EID).

The data gathered shall be used as information in the progressive implementation of the face-to-face learning modality. This is in line with the Department's effort for the eventual reopening of all schools while ensuring that the health, safety, and well-being of learners, teachers, and personnel remain as its utmost priority

To provide guidance and to ensure smooth implementation of the revised SSAT, the following enclosed documents are issued for guidance and reference:

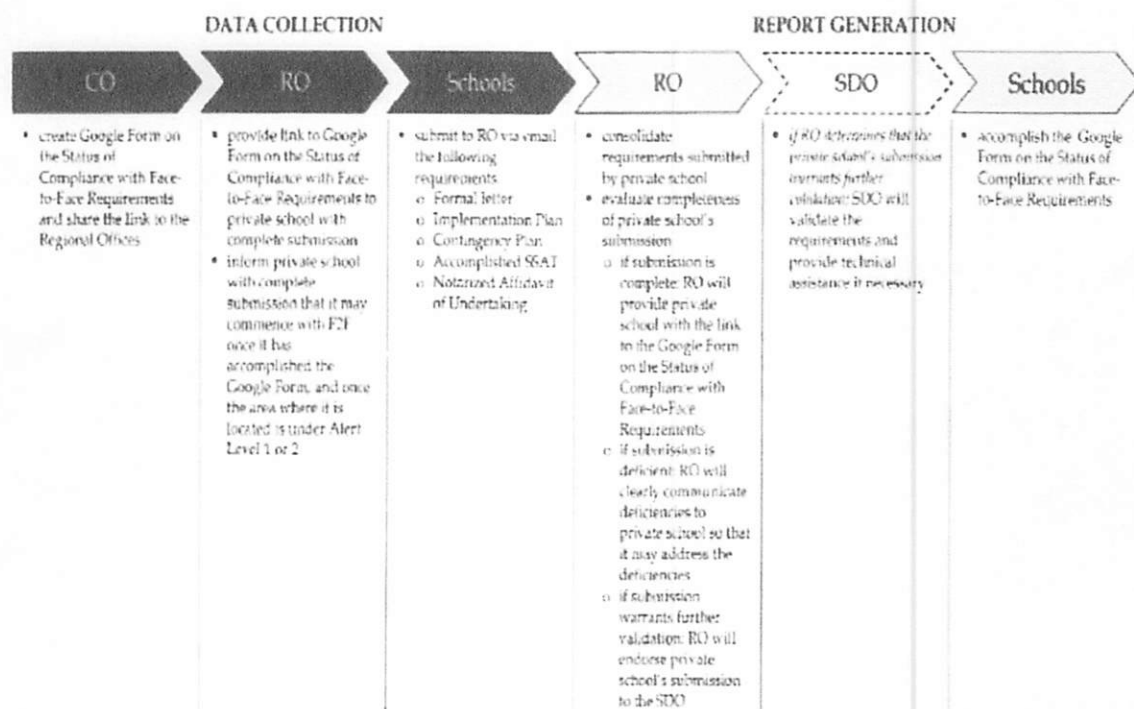
- (1) ANNEX A - Process Flow of the Data Collection and Report Generation for Public Schools
- (2) ANNEX B - Process Flow of the Data Collection and Report Generation for Private Schools



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**PROCEDURES ON THE DATA COLLECTION AND REPORT GENERATION
FOR PRIVATE SCHOOLS**

GENERAL PROCESS FLOW



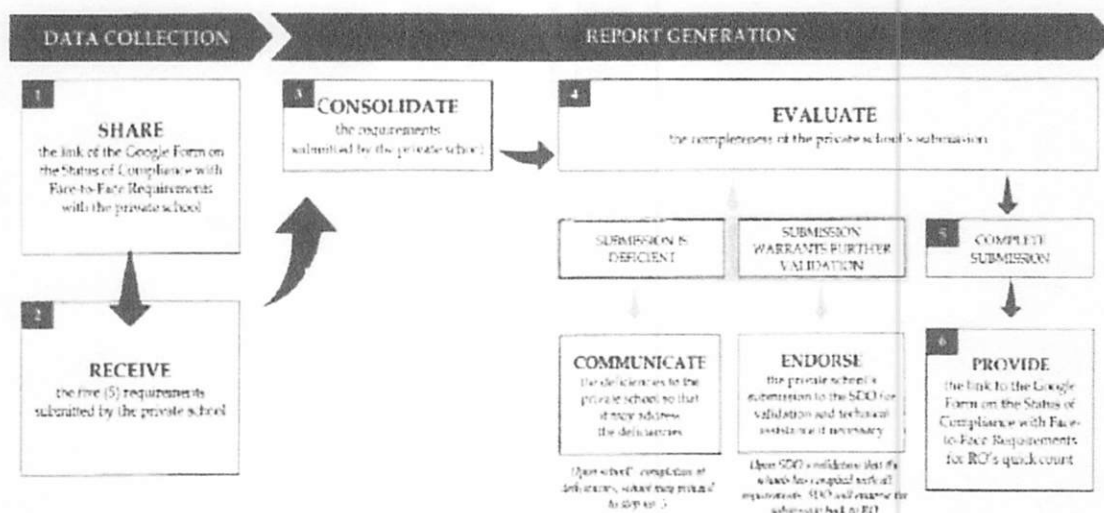
Central Office

The Central Office shall create the **Google Forms on the Status of Compliance with Face-to-Face Requirements** and shall share the link to the Regional Offices. The link to the **Google Forms on the Status of Compliance with Face-to-Face Requirements** per Regional Office is in Annex A, Table 1. *Link of Google Forms on the Status of Compliance with Face-to-Face Requirements per Region.*



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Regional Office



The ROs shall share the link of the **Google Forms on the Status of Compliance with Face-to-Face Requirements** to the private schools. This shall be used by the ROs to get a quick count of SSAT-compliant schools.

The ROs shall receive the following requirements which will be submitted by the schools via email:

1. **Formal letter** addressed to the DepEd Regional Director, copy furnished to the Schools Division Superintendent of the area where the school is located and shall contain the following:
 - a. Intent to implement face-to-face classes,
 - b. Objectives, expected outcomes, and commitment to observe the minimum health and safety protocols as stipulated in DepEd-DOH JMC No. 1, s. 2022 and other applicable issuances; and
 - c. Willingness to submit a report on lessons and recommendations on a quarterly basis for the implementation of face-to-face classes
2. **Implementation Plan** that includes timelines following the four components of the operational framework, namely: (i) Safe Operations, (ii) Teaching and Learning, (iii) Including the Most Marginalized, and (iv) Well-being and Protection
3. **Contingency Plan** showing action points to address contingencies that might occur during implementation
4. **Accomplished SSAT** showing compliance with all indicators of the SSAT
5. **Notarized Affidavit of Undertaking** to comply with all the rules and regulations relative to the conduct of face-to-face classes and assume responsibility for its implementation



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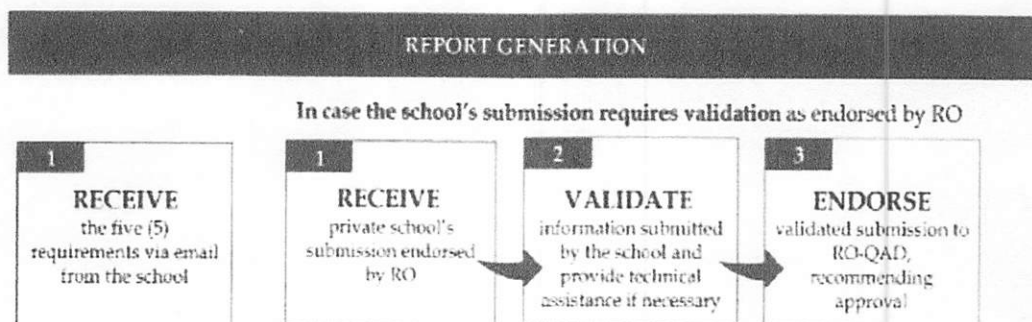
Upon receipt, the ROs shall consolidate the requirements submitted by the schools and shall evaluate the completeness of the submission.

If the submission is complete, the ROs shall provide the private school with the link to the Google Forms on the Status of Compliance with Face-to-Face Requirements. Once the private school has already submitted the accomplished Google Forms, the private school can already start their Face-to-Face classes as long as the school is located in areas under Alert Level 1 or 2.

If the submission is deficient, the ROs shall clearly communicate the deficiencies to the private school so that the school may address the deficiencies. Once the requirements are complete, the ROs shall provide the link to the Google Forms on the Status of Compliance with Face-to-Face Requirements to the private schools.

If the submission warrants further validation, the ROs shall endorse the private school's submission to the SDO. ROs shall only provide the link to the Google Forms on the Status of Compliance with Face-to-Face Requirements to the private schools as soon as the SDO endorses the submission back to the ROs. This means that the validation is done, or technical assistance has been provided to the private school to address the concern, if applicable.

Schools Division Office



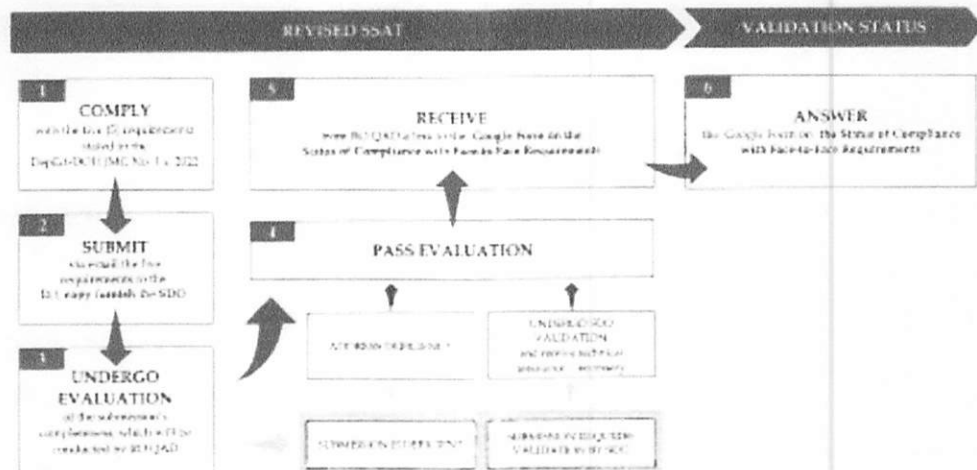
The SDO shall receive via email the following requirements from the private schools: (1) Formal letter, (2) Implementation Plan, (3) Contingency Plan, (4) Accomplished SSAT, and (5) Notarized Affidavit of Undertaking.

In case the RO determines that the private school's submission warrants further, the SDO shall conduct validation upon endorsement of the school's submission by the RO. The SDO may also provide technical assistance to the private school during the validation, if necessary.



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Private Schools



The schools shall submit the following requirements via email to the RO and SDO: (1) Formal letter, (2) Implementation Plan, (3) Contingency Plan, (4) Accomplished SSAT, and (5) Notarized Affidavit of Undertaking. The submitted documents shall undergo evaluation by the RO to check the completeness of the requirements.

If the submission is complete, the school shall receive the link to the Google Forms on the Status of Compliance with Face-to-Face Requirements from the RO and they shall answer the Google Forms for the quick count of SSAT-compliant schools.

If the submission is deficient, the school shall be informed by the RO of the deficiencies so that the school may address them. Once the requirements are complete, the school shall receive the link to the Google Forms on the Status of Compliance with Face-to-Face Requirements from the RO and answer the Google Forms for the RO's quick count of SSAT-compliant schools.

If the submission warrants further validation, the private school's submission shall be endorsed to the SDO. The school shall receive the link to the Google Forms on the Status of Compliance with Face-to-Face Requirements from the RO as soon as SDO endorses the submission back to the RO. This means that the validation is done, or the school has already received technical assistance from the SDO to address the concern, if applicable.

For queries and concerns regarding this process flow of the revised School Safety Assessment Tool, kindly course through Bureau of Human Resource and Organizational Development - School Effectiveness Division (BHROD-SED) at bhrod.sed@deped.gov.ph.

For concerns by Private Schools regarding this process flow, kindly email the Private Education Office (PEO) at private.education@deped.gov.ph.

For dissemination and appropriate action.