Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

DIVISION MEMORANDUM
No. 166, s. 2022

To: OIC, Assistant Schools Division Superintendent
Chief Education Supervisors, CID & SGOD
Public Schools District Supervisors
Public and Private Elementary & Secondary School Heads
All Others Concerned
This Division

From: **FELIX ROMY A. TRIAMBULO, CESO V**
Schools Division Superintendent

Subject: **RECONSTITUTION OF THE SCHOOLS DIVISION OFFICE COMPOSITE TEAM IN THE IMPLEMENTATION OF THE PROGRESSIVE EXPANSION OF FACE TO FACE CLASSES**

Date: **APRIL 11, 2022**

Pursuant to DepEd Order No. 017, s. 2022 RE: Guidelines on the Progressive Expansion of Face to Face Classes, the Schools Division Office Composite Team is hereby reconstituted with the following composition, to wit:

Composition	Functions
Chair: **Dr. Rosalio B. Conturno, Jr.** OIC-ASDS	• Provide guidance to the composite team in the implementation of F2F classes in the division
Vice Chairs: **Dr. Ella Grace M. Tagupa** CES (CID) **Sherlito E. Sagapsapan** CES (SGOD)	• Assist in providing guidance to the SDO Composite Team in the implementation of F2F classes
Members: **Dr. Nueva A. Andag** SEPS (SMME)	• Coordinate with private schools regarding their participation in F2F implementation; • Establish communication lines and monitor issues and challenges experienced by public and private schools in their participation in the F2F classes; • In coordination with SDO Composite Team, prepare Division Monitoring and Evaluation (M&E) Plan

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	aligned to the National and Regional M&E Plan to asses the F2F implementation; and • Monitor and evaluate the implementation of the face to face classes
Jonathan D. Reluya PDO II (DRRM)	• Coordinate with RO DRRM Coordinator to provide trainings necessary to operationalize the health and safety protocols such as, but not limited to the following: contingency planning, Basic Occupational Safety and Health (BOSH), Mental Health and Psychosocial Support (MHPSS) and Psychological First Aid (PFA) to focal persons of schools; and • Coordinate with DRRM Focal Persons in the participating schools to ensure that Schools DRRM Teams are organized
Dr. Glenn E. Mohametano Dentist II **Gwilym C. Elumba** **Marita S. Gaburno** **Silvan Elmer S. Gemperoso** **Mary Rose C. Galan** **Narcelle T. Bacatan** **Elvie Page** **Joyce S. Martillano** Nurses	• Coordinate with relevant SDO offices to ensure that health and safety protocols are appropriately embedded in mechanisms during the conduct of F2F implementation; and • Provide capacity building and technical assistance on health and safety protocols in coordination with RO Health Personnel
Anthon John S. Soriano Planning Officer III	• Maintain the database of the SSAT results and other data requirements of the participating schools
Engr. Anjie C. Rabe DepEd Engineer (COS) **Jerry M. Perong** EPS II/Div. PFC	• Provide technical assistance on setting up the classroom to ensure physical distancing; • Provide guidance and technical assistance on maximizing open air areas within the school if classrooms do not have adequate space; and • Provide technical assistance on ensuring the construction and setting up of Water, Sanitation and Hygiene (WASH) facilities based on the standards set by BLSS-SHD.
Germanico C. Malacat **Ma. Perga A. Cadiente** **Ann J. Agda** **Florence S. Gallemit** **Lindo O. Adasa, Jr.** **Jerry M. Perong**	• Provide technical assistance in preparing for blended learning modality such as but not limited to preparation of class program, blended learning strategies, formative and summative assessment, among others;

Dr. Esmeralda A. Bagaipo **Dr. Vicente Jose V. Suarez II** **Dr. Luna Luz B. Racho** **Dr. Jephone P. Yorong** Ed. Program Supervisors	• Provide guidance in addressing issues and challenges in teaching and learning delivery during the face to face classes; and • Provide instructional supervision and technical assistance to schools regarding the conduct of face to face classes.
Florence S. Gallemit EPS I/IPED Focal Person	• Provide technical assistance to School IPED Focal Persons in the preparation and conduct of the Free, Prior, and Informed Consent (FPIC) process; and • Coordinate the conduct of Free, Prior, and Informed Consent (FPIC) within the community with elders and leaders and secure necessary documentation.

The SDO Composite Team shall also perform the following:

a) oversee the implementation of face to face classes in the schools division;
b) prepare a division implementation plan for the conduct of the face to face classes;
c) validate the results of the accomplished School Safety Assessment Tool submitted by public and private schools;
d) submit to the Regional Office the list of validated participating public and private schools and recommend the list of eligible schools for conferment of Safety Seal;
e) mobilize resources and support from community stakeholders to meet the standards of health and safety protocol and quality ensure teaching and learning delivery;
f) orient participating schools on the standards and processes of the implementation of face to face classes;
g) establish a communication strategy to be able to respond to queries and concerns regarding the operationalization of face to face classes; and
h) provide technical assistance to schools in the conduct of the face to face classes; &
i) perform other functions as may be assigned by the management in relation to the implementation of the face to face classes.

Immediate dissemination of this memorandum is desired.