

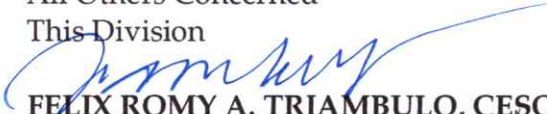


Republic of the Philippines
Department of Education
 REGION IX, ZAMBOANGA PENINSULA
 SCHOOLS DIVISION OF DAPITAN CITY

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	<ul style="list-style-type: none"> 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)	<ul style="list-style-type: none"> Assist in providing guidance to the SDO Composite Team in the implementation of F2F classes
Members: Dr. Nueva A. Andag SEPS (SMME)	<ul style="list-style-type: none"> 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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Department of Education
 Division of Dapitan City
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	<p>aligned to the National and Regional M&E Plan to assess the F2F implementation; and</p> <ul style="list-style-type: none"> • Monitor and evaluate the implementation of the face to face classes
<p>Jonathan D. Reluya PDO II (DRRM)</p>	<ul style="list-style-type: none"> • 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
<p>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</p>	<ul style="list-style-type: none"> • 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
<p>Antho John S. Soriano Planning Officer III</p>	<ul style="list-style-type: none"> • Maintain the database of the SSAT results and other data requirements of the participating schools
<p>Engr. Anjie C. Rabe DepEd Engineer (COS) Jerry M. Perong EPS II/Div. PFC</p>	<ul style="list-style-type: none"> • 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.
<p>Germanico C. Malacat Ma. Perga A. Cadiente Ann J. Agda Florence S. Gallemmit Lindo O. Adasa, Jr. Jerry M. Perong</p>	<ul style="list-style-type: none"> • 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;



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Dr. Esmeralda A. Bagaipo Dr. Vicente Jose V. Suarez II Dr. Luna Luz B. Racho Dr. Jephone P. Yorong Ed. Program Supervisors	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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.



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