



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SAN JOSE DEL MONTECITY
PARTIDA ELEMENTARY SCHOOL

Office of the Principal

September 8, 2021

SCHOOL MEMORANDUM

No. 28 s. 2021

**SCHOOL GUIDELINES ON THE REQUIRED HEALTH STANDARDS ON
THE DELIVERY OF FAIR-BASIC EDUCATION AMIDST COVID-19
PANDEMIC**

To: All Teaching and Non-Teaching Personnel
Parents
All Others Concerned

1. This office is committed to ensure safe educational continuity amidst the challenges of COVID-19. Learning must continue in spite pandemic.
2. In the continuity of the learning opportunities offered by this office. The health and safety of our learners and teaching and non-teaching personnel are of utmost importance and must be protected at all times.
3. In this connection, this office issues the enclosed **Policy Guidelines On the Required Health Standards on the Implementation on the Delivery of Fair-Basic Education Amidst COVID-19 Pandemic.**
4. The guidelines and specific interventions are primarily based on the Department of Health (DOH) Administrative Order No. 2020-0015 or the Guidelines on the Risk-Based Public Health Standards for COVID-19 Mitigation, cited by the Inter-Agency Task Force Management of Emerging Infectious Diseases (IATF) as well as DepEd Order No. 14, s. 2020 or the Guidelines on the Required Health Standards in Basic Education Offices and Schools.

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Address: Sitio Partida Brgy. Muzon, City of San Jose del Monte Bulacan
Official Email Add: 162507.sjdmc@deped.gov.ph
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5. All concerned is directed to:
 - a. Cooperate with the office in carrying out the provisions set forth in these memorandum;
 - b. Report any COVID-19 related concerns to the School Head and Health Coordinator;
 - c. Comply with the standards on health and work safety issued by this office;
 - d. Responsibly use and manage all safety, hygiene, and sanitary resources provided by this office;
 - e. Support the school's initiative for responding to COVID-9 pandemic

6. Immediate dissemination of and strict compliance with this memorandum are directed.

CAROLYN W. OLIVEROS
Principal





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Enclosure No. 1 to School Memorandum Number 28, s. 2020

GUIDELINES ON THE REQUIRED HEALTH STANDARDS ON THE DELIVERY OF FAIR-BASIC EDUCATION AMIDST COVID-19 PANDEMIC

I. RATIONALE

1. This office is committed to ensure safe educational continuity amidst the challenges of COVID-19. Learning must continue in spite pandemic.
2. In the continuity of the learning opportunities offered by this office. The health and safety of our learners and teaching and non-teaching personnel are of utmost importance and must be always protected.
3. Guided by the Department of Health (DOH) Administrative Order No. 2020-0015 or the Guidelines on the Risk-Based Public Health Standards for COVID-19 Mitigation, cited by the Inter-Agency Task Force Management of Emerging Infectious Diseases (IATF) as well as DepEd Order No. 14, s. 2020 or the Guidelines on the Required Health Standards in Basic Education Offices and Schools this office set guidelines to be strictly implemented by the school.

II. SCOPE AND COVERAGE

These guidelines are applicable to Partida Elementary School FOR School Year 2020-2021

III. DEFINITION OF TERMS

Modular Distance Learning - features individualized instruction that allows learners to use self-learning modules (SLMs) in print or digital format/electronic

Self-Learning Modules – self-contained, self-instructional, self-pace and interactive learning resources for public school

Learning Resources – any text-based (print or non-print) or non-text-based materials or aligned with K to 12 curriculum.





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IV. POLICY STATEMENT

This Policy establishes guidelines that will enable the school to ensure health and safety of our learners and teaching and non-teaching personnel.

V. Policy Implementation

A. Guidelines in Printing and Reproduction of Self Learning Modules (SLMs)

1. The ready to print digital copies of SLMs developed by the Central Office, Region, and Division aligned with the Most Essential Learning Competencies (MELCs) be downloaded by the School's Learning Resource Coordinator and be reproduce by the school.
2. Unauthorized printing, uploading, and conducting activities involving sharing of digital files other than the intended purpose are strictly prohibited and shall be grounds for imposition of administrative and other sanctions.
3. During the reproduction, practice physical distancing (at least 1 meter apart) at all times.
4. Frequently clean hands by using alcohol-based hand rub/disinfectants or by proper hand washing with soap and water.
5. When sneezing/coughing, use tissue or inner portion of elbow to cover nose and mouth, and be sure that proper distance is maintained. Do not cover the mouth with the hand.
6. Always observe proper use of face masks. Both nose and mouth must be covered.





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- a. Those with no symptoms may use cloth/washable face masks, ear loop masks, indigenous, reusable, do-it-yourself masks, or face shields, handkerchiefs, or such other protective equipment or any combination thereof, which can effectively lessen the transmission of COVID-19.
 - b. Surgical masks-to be stored in the school clinic and available at the school entrances, shall be reserved for symptomatic individuals and health care providers. Individuals who will manifest symptoms shall immediately be provided with a surgical mask and brought to the school clinic for checking/monitoring/advice; e.g., send home, refer to a hospital/appropriate health authority, etc.
7. Practice proper disposal of tissue and masks after use.
 8. The school utility shall ensure routine cleaning/disinfection of frequently touched surfaces and objects (tables, doorknobs, desks, and alcohol items) using bleach solution at least twice a day, preferably before the start of reproduction as well as the routine cleaning and replacement of disinfectant solutions in foot baths. More intensive cleaning and disinfection shall be done on Saturday.
 9. .All teaching and non-teaching personnel, and when applicable, visitors, shall be subjective to temperature checks using thermal scanner prior to entering of the school. Those who will have a reading of 37.5 degrees Celsius or above shall be provided with a surgical face mask and brought to a private screening area that set up near the entrance of the school where the concerned teacher, personnel, learner, or visitor can be further examined, for appropriate management, intervention, or referral.
 10. All teaching and non-teaching personnel, and when applicable, visitors, are required to fill out the Health Declaration Form or using QR Code subject for evaluation of the assigned watchman and health coordinator respectively.





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11. There would be designated gate for the entrance and exit of all teaching and non-teaching personnel, and when applicable, visitors.
12. The school strictly enforce the ban on smoking or carrying of deadly weapon inside the school premises.

B. Guidelines in Distribution and Retrieval of Self Learning Modules (SLMs)

1. See Appendix for the schedule of Distribution and Retrieval of Self Learning Modules (SLMs).
2. During the distribution and retrieval of SLMs practice physical distancing (at least 1 meter apart) at all times.
3. When sneezing/coughing, use tissue or inner portion of elbow to cover nose and mouth, and be sure that proper distance is maintained. Do not cover the mouth with the hand.
4. Always observe proper use of face masks and face shield. Both nose and mouth must be covered.
 - a. Those with no symptoms may use cloth/washable face masks, ear loop masks, indigenous, reusable, do-it-yourself masks, or face shields, handkerchiefs, or such other protective equipment or any combination thereof, which can effectively lessen the transmission of COVID-19.
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7. All teaching and non-teaching personnel, and when applicable, visitors, shall be subjective to temperature checks using thermal scanner prior to entering of the school. Those who will have a reading of 37.5 degrees Celsius or above shall be provided with a surgical face mask and brought to a private screening area that set up near the entrance of the school where the concerned teacher, personnel, learner, or visitor can be further examined, for appropriate management, intervention, or referral.
8. All teaching and non-teaching personnel, and when applicable, visitors, are required to fill out the Health Declaration Form or using QR Code subject for evaluation of the assigned watchman and health coordinator respectively.
9. There would be designated gate for the entrance and exit of all teaching and non-teaching personnel, and when applicable, visitors.
10. The school strictly enforces the ban on smoking or carrying of deadly weapon inside the school premises.
11. Pursuant to RA 10754 “AN ACT EXPANDING THE BENEFITS AND PRIVILEGES OF PERSONS WITH DISABILITY (PWD)” Sec. 10, the school ensures that priority shall be given to PWD including pregnant women who is the only person in the family who can or able to get the modules for their child.
12. Pursuant to RA 9994 Section 9 Letter k the school shall prioritize senior citizens who is the only person in the family who can or able to get the modules for their child.

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C. Screening of Teaching and Non-Teaching Personnel, Parents and Visitors and Testing Protocols

1. All teaching and non-teaching personnel, parents and visitors physically reporting to school shall be screened for symptoms of COVID-19, including fever, cough, colds and other respiratory symptoms, and/or relevant history of travel or exposure within the last 14 days. The following should have happened two (2) days before or within 14 days from onset of symptoms of a confirmed or probable case shall not be allowed to enter school premises and be reported to District 7 School Nurse Randhell C. Ruzgal for proper health assistance:
 - a. Face to face contact with a confirmed or probable case within 1 meter and for more than 15 minutes;
 - b. Direct physical contact with a confirmed case;
 - c. Direct care for a patient with a probable or confirmed COVID -19 disease without using proper personal equipment
2. Symptomatic and Asymptomatic and has been quarantined for fourteen (14) days when entering school premises shall present “Certificate of Quarantine Completion” or medical certificate issued by the local health authorities.

VI. FUNDING

The fund shall be source through the school’s MOOE and Local Fund subject to the usual accounting and auditing rules and regulations.

VII. MONITORING AND EVALUATION

The school administration together with the School Disaster Risk Management Task Force Covid shall continuously gather feedback, assessment and evaluation on the implementation of this policy guideline.

VIII. AFFECTIVITY

These guidelines shall take effect immediately upon approval and publication on Partida ES website.





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IX. Reference

Department of Health (DOH) Administrative Order No. 2020-0015 or the Guidelines on the Risk-Based Public Health Standards for COVID-19 Mtigation, cited by the Inter-Agency Task Force Management of Emerging Infectious Diseases (IATF)

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Schedule of Distribution and Retrieval of Self Learning Modules per Grade Level

Kindergarten: Monday

SECTION	ADVISER	TIME	VENUE
Violet	Mark Angelo I. Gojo Cruz	8:00-9:30 Am	Room No.1
Yellow	Mark Angelo I. Gojo Cruz	8:00-9:30 Am	Room No.1
Pink	Mary Rose D. Macale	8:00-9:30 Am	Room No.2
Red	Mary Rose D. Macale	8:00-9:30 Am	Room No.2
Green	Rodalyn O. Gaspar	9:30-11:00 Am	Room No.2
Brown	Rodalyn O. Gaspar	9:30-11:00 Am	Room No.2
Blue	Agnes E. Labindao	9:30-11:00 Am	Room No.1
Orange	Agnes E. Labindao	9:30-11:00 Am	Room No.1



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Grade 1: Every Tuesday

SECTION	ADVISER	TIME	VENUE
Gumamela	Laila A. Afloro	11:00-12:00 Am	Room # 26
Santan	Lorilie D. Dupagan	1:00-2:00 Am	Room # 26
Sunflower	Cynthia P. Soriano	2:00-3:00 Am	Room # 26
Daisy	Winelyn T. Zuniega	11:00-12:00 Pm	Room # 27
Rose	Elizabeth Dc. Sicat	1:00-2:00 Pm	Room # 27
Sampaguita	Judy Ann D. Pascua	2:00-3:00 Pm	Room # 27

Grade 2: Every Tuesday

SECTION	ADVISER	TIME	VENUE
Yakal	Jackielyn D. Canoja	8:00-9:00 Am	Room # 24
Molave	Ma. Teresa M. Macalino	8:00-9:00 Am	Room # 23
Mahogany	Violelita M. Fugaban	9:00-10:00 Am	Room # 23
Acacia	Maria Kristelle D. Ipio	9:00-10:00 Pm	Room #24
Kamagong	Liza M. Abelilla	10:00-11:00 Pm	Room #23
Narra	Emily F. Cordero	10:00-11:00 Pm	Room #24



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Grade 3: Every Monday

ADVISER	SECTION	TIME	VENUE
Ma. Oliva Dc. Gemao	Amethyst	8:00-9:00	Grade III Room
Jenilyn T. Gojo Cruz	Diamond	8:00-9:00	Grade III Room
Abigael C. Torrero	Sapphire	9:00-10:00	Grade III Room
Roan C. Mabazza	Topaz	9:00-10:00	Grade III Room
Maricel S. Tamondong	Pearl	10:00-11:00	Grade III Room
Verhma I. Portento	Emerald	10:00-11:00	Grade III Room



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Grade 4: Every Monday

ADVISER	SECTION	TIME	VENUE
Marlyn M. Rodriguez	Matapat	8:00-9:00	Grade IV Room
Pacita S. Lacsarum	Masunurin	8:00-9:00	Grade IV Room
Joanne S. Santamena	Masipag	9:00-10:00	Grade IV Room
Mariel G. Gojo Cruz	Magalang	9:00-10:00	Grade IV Room
Jenny Lyn G. Royo	Matulungin	10:00-11:00	Grade IV Room
Enrique R. Gabonada	Mapagbigay	10:00-11:00	Grade IV Room



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Grade 5 : Every Tuesday

SECTION	ADVISER	TIME	VENUE
Titanium	Juliet T. Morante	1:00-2:00 Pm	Grade Five Room
Krypton	Adrian I. Gojo Cruz	1:00-2:00 Pm	Grade Five Room
Oxygen	Maricel P. Mamaril	2:00-3:00 Pm	Grade Five Room
Platinum	Lenie U. Cano	2:00-3:00 Pm	Grade Five Room
Silver	Maribel G. Celso	3:00-4:00 Pm	Grade Five Room
Gold	Isabelo I. Gojo Cruz Jr	3:00-4:00 Pm	Grade Five Room



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Grade 6: Every Monday

SECTION	ADVISER	TIME	ROOM
Einstein	Mary Jane G. Loma	1:00-2:00	Grade Six Room
Aristotle	Epifania B. Mendoza	1:00-2:00	Grade Six Room
Socrates	Ela Q. Silvestre	2:00-3:00	Grade Six Room
Newton	Mirasol D. Ladot	2:00-3:00	Grade Six Room
Fleming	Espher M. Mendoza	3:00-4:00	Grade Six Room
Curie	Doriness M. Viesca	3:00-4:00	Grade Six Room

Disinfection Time: 7:00 am to 8:00 am

12:00 noon – 1:00pm

4:00 – 5:00pm



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