



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

November 9, 2020

SCHOOL MEMORANDUM

No. 28 s. 2020

**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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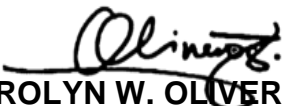


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5. All concerned is directed to:
 - a. Cooperate with the office in carrying out the provisions set forth in these memorandum;
 - b. Report any COVID-19 related concerns to the School Head and Health Coordinator;
 - c. Comply with the standards on 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 protected at all times.
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. Observe proper use of face masks at all times. 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. Observe proper use of face masks and face shield at all times. 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.
 - 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.





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5. Practice proper disposal of tissue and masks after use.
6. 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.
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)

DepEd Order No. 14, s. 2020 or the Guidelines on the Required Health Standards in Basic Education Offices and Schools.





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Schedule of Distribution of Self Learning Modules per Grade Level

Time	Room 1	Room 4	Room 24	Room 21
7:00 – 8:00	Jenilyn T. Gojo Cruz	Ma. Oliva DC. Gemao		
8:00 – 9:00	Abigael C. Torrero	Roan C. Mabazza		
9:00 – 10:00	Verhma I. Portento	Maricel S. Tamondong		
10:00 – 10:30	DISINFECTION TIME			
10:30 11:30	Laila A. Afloro	Winelyn T. Zuniega	Ma. Teresa M. Macalino	
11:30 – 12:30	Lorilie D. Dupagan	Elizabeth DC. Sicat	Jenny Lyn G. Royo,	
12:30 – 1:30	Cynthia P. Soriano	Judy Ann D. Pascua	Joanne S. Santamena & Pacita L. Lacsarum	
1:30-2:00	DISINFECTION TIME			
2:00 – 3:00			Maricel P. Mamaril & Maribel G. Celso	
3:00 – 4:00				
5:00 onwards	DISINFECTION TIME			



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Schedule of Distribution of Self Learning Modules (SLMs) every Monday for Grade 1 – Grade 5

Time	Room 1	Room 4	Room 24	Room 21
2:00 – 3:00	Mary Jane G. Loma	Mirasol D. Ladot		
3:00 – 4:00	Maria Kristina F. Mon	Espher M. Mendoza		
4:00 – 5:00	Ela Q. Silvestre	Doriness M. Viesca		
5:00 onwards	DISINFECTION TIME			

Schedule of Distribution of Self Learning Modules (SLMs) in every Tuesday for Grade VI

7:00 – 8:00	Jenilyn T. Gojo Cruz			
8:00 – 9:00	Angelo I. Gojo Cruz	Mary Rose D. Macale		
9:00 – 10:00	Agnes E. Labindao	Maricel S. Tamondong		

Schedule of Distribution of Self Learning Modules (SLMs) every Friday of Kindergarten

Schedule of Retrieval of Self Learning Modules per Grade Level

Time	Room 1	Room 4	Room 24	Room 21
7:00 – 8:00	Jenilyn T. Gojo Cruz	Ma. Oliva DC. Gemao		
8:00 – 9:00	Angelo Gojo Cruz	Mary Rose D. Macale		
9:00 – 10:00	Agnes E. Labindao	Rodalyn O. Gaspar		
10:00 – 10:30	DISINFECTION TIME			
10:30 11:30	Laila A. Afloro	Winelyn T. Zuniega	Ma. Teresa M. Macalino	
11:30 – 12:30	Lorilie D. Dupagan	Elizabeth DC. Sicat	Jenny Lyn G. Royo,	
12:30 – 1:30	Cynthia P. Soriano	Judy Ann D. Pascua	Joanne S. Santamena & Pacita L. Lacsarum	



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1:30-2:00	DISINFECTION TIME			
2:00 – 3:00	Abigail C. Torrero	Roan C. Mabazza	Maricel P. Mamaril & Maribel G. Celso	
3:00 – 4:00	Verhma I. Portento	Maricel S. Tamondong		
5:00 onwards	DISINFECTION TIME			

Schedule of Retrieval of Self Learning Modules (SLMs) every Friday Kindergarten to Grade V

Time	Room 1	Room 4	Room 24	Room 21
2:00 – 3:00	Mary Jane G. Loma	Mirasol D. Ladot		
3:00 – 4:00	Maria Kristina F. Mon	Espher M. Mendoza		
4:00 – 5:00	Ela Q. Silvestre	Doriness M. Viesca		
5:00 onwards	DISINFECTION TIME			

Schedule of Retrieval of Self Learning Modules (SLMs) every Monday – Grade 6



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