



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

May 18, 2020

REGIONAL MEMORANDUM

No. **264**, s. 2020

REGION VIII - EASTERN VISAYAS EMERGENCY ROADMAP

To: Director III
Schools Division Superintendents
Regional Office Functional Division Chiefs
All Others Concerned

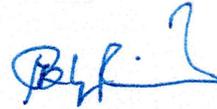
1. Even in the midst of the health issues encountered by the country which has greatly affected the way Department of Education delivers its mandate, the basic right of the learners to quality basic education remains to be the foremost consideration of DepED Region VIII.
2. To mitigate the effect of this pandemic to the over-all educational well-being of the learners as well as to the safety of its personnel, this Office has crafted the roadmap to ensure continuity of the delivery of quality educational services by the Division Offices and schools.
3. The main objective of this plan is to establish appropriate structures and mechanism to support education continuity in times of emergencies, crises and pandemics.
4. The attached Region VIII Roadmap is a KRA-based document which shall serve as a guide of the Division Offices in developing their own proactive measures or interventions based from the uniqueness and peculiarities of the schools they serve and the needs and abilities of the learners they cater.
5. Corollary to this, and for the purpose of the Emergency Roadmap's presentation on May 27 and 28, 2020, the Schools Division Superintendents are reminded that they have to focus on the KRA of the 3 major Offices/Divisions (OSDS, CID and SGOD), the implementation mechanism, the identified risks and challenges, their responses to these



risks and challenges and the Division Enrolment Policy Guidelines/Procedures (See attached template).

6. They are requested to submit the e-copy of the plan at oard.region8@deped.gov.ph on or before 5 pm on May 26, 2020.

7. Immediate dissemination of and compliance with this Memorandum are directed.



RAMIR B. UYTICO EdD, CESO IV

Director IV



Enclosures: Presentation Template

References: None

To be indicated in the Perpetual Index under the following subjects:

OARD-AMB



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

PRESENTATION TEMPLATE

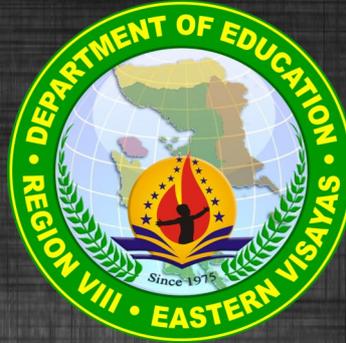
A. Presentation of Division's Emergency Roadmap.

OFFICE/DIVISION	KEY RESULTS AREAS	PAPs Implementing Measures (Programs, Projects and Activities to implement the objectives contained in the compendium)	Risks and Challenges (Issues and concerns that may be encountered in implementing the intervention/implementing measures)	Responses to the Risks and Challenges (The proactive actions to be undertaken to minimize the effect of the perceived risks and challenges)
Office of the Schools Division Superintendent (OSDS)	-Administrative Management - Financial Management -Performance Management -Ancillary services * Legal * ICT			
Curriculum Implementation Division (CID)	-Instructional Management -Assessment of Learning			



	-Learning Resources Management and Development			
Schools Governance and Operations (SGOD)	-Support Services Management - Planning and Research -Community Linkages and Partnership - Human Resource Development -Quality Assurance			

B. Presentation of Division’s Enrolment Policy Guidelines/Procedures.



DEPARTMENT OF EDUCATION
REGION VIII - EASTERN VISAYAS

EMERGENCY ROADMAP

DepEd Region VIII - Eastern Visayas Emergency Roadmap
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RATIONALE

“ *Whatever is happening in the country; whatever challenges we are facing, education must continue. Education cannot wait, our learners cannot wait. We continue with the process so we can give hope and continuity, and contribute to the normalization of the activities in the country.* ”

LEONOR MAGTOLIS-BRIONES, Secretary of Education

Children have the fundamental right to education, but disasters caused by natural and man-made hazards and pandemics keep them out of school. The United Nations Educational, Scientific and Cultural Organization (UNESCO) aptly states in a communique to all member states that in times of emergency situations, the provision of quality basic education to the learners must not stop. As a member of the organization, the country has to find ways to minimize the impact and effect of these situations to the educational well-being of the learners.

The Department of Education in particular has taken extraordinary steps to concretize its mandate by fashioning a Learning Continuity Plan which includes shorter school hours and days, smaller class size, and learning via radio, television, internet and modular instructions and other novel forms of learning modalities to cater to the needs of the children as these suit to the demands of the times and the emerging new normal situations. These actions are anchored on the highest ideals of serving the communities, ensuring the health and safety of the personnel, and providing quality basic education despite the foreseen difficulties in implementing some of the modes of delivering instruction.

The curriculum as the key element in the achievement of DepEd’s mandate of providing basic quality and liberating education, has to be contextualized to suit to the demands of the times. The K to 12 Basic Education Curriculum (BEC) has been compressed focusing on the Most Essential Learning Competencies (MELC) to allow flexibility on the part of the implementers. Non-traditional instructional

modalities such as Distance Learning, Home Schooling, Blended Learning and Apprenticeship have been introduced as learning strategies. The teachers and administrators as education front liners have to be prepared in delivering these multi-modal learning deliveries. The Regional and Division Offices have to provide the necessary support mechanism and structures to make things happen despite the crises that the country encounters.

The Department of Education Region VIII - Eastern Visayas has made a remarkable contribution to make education work in this part of the country even in times of uncertainties and calamities through the crafting of an emergency roadmap which has been contextualized after the peculiarities and uniqueness of the region.

This Regional Emergency Roadmap shall serve as a guide of the Schools Division Offices in crafting their own proactive educational measures or intervention in battling the health and safety concerns and issues.



***Nation building is lacking and artificial if inclusive education is overlooked.
Together let us make a difference in the lives of our learners.
Let us always remember the reason of our existence.
We serve to change the educational landscape for the children
of Eastern Visayas even at the most difficult times of disasters.***



DR. RAMIR B. UYTICO, CESO IV, DepEd Region VIII Regional Director

OBJECTIVES

Generally, its main objective is the establishment of appropriate structures and mechanism to support quality education continuity in times of emergencies, crises and or pandemics.

The specific objectives are as follows:

- Ensure that the Schools Division Offices (SDO) are prepared to assist the Schools in the provision of the required skills, knowledge, and values of all types of learners;
- Gather essential data on learners and learning contexts for policy direction and decisions;
- Align available learning materials to curriculum standard;
- Provide technical assistance to SDOs and monitor the utilization of available media, Information and Communication Technology (ICT) system, and learning resources such as modules, big books, and other similar instructional materials;
- Capacitate Schools Division officials on the design and execution of various non face-to-face learning options such as conduct of webinar, teleconferencing, group chats, and other similar designs;
- Monitor the Division Orientation of parents and other stakeholders on the modalities of the instruction under the new normal scheme;
- Ensure the implementation of a safe and conducive learning environment in Schools Divisions;
- Guarantee that quality monitoring be conducted, and technical assistance be given to SDOs employing a non-traditional mode;
- Provide non face-to-face mechanism and structures that may facilitate immediate, timely, and efficient actions; and
- Encourage stakeholders to collaborate and cooperate to ensure quality education delivery.

We will be guided by our Aspirations, Core Values, and Quality Policy.

ASPIRATIONS

The LEADing institute of world-class services and transactions and a PARAGON of customer delight producing SELF-PROPELLED learners.

CORE VALUES

L – love
E – excellence
A – accountability
D – dedication
E - empowerment
R – respect
S – safety
H – honesty
I – innovation
P – passion

QUALITY POLICY

We are committed to satisfy our school heads and teachers, partner agencies, and other stakeholders by:

- providing culture-based contextualized CURRICULA, highly competent, empowered and innovative DIVISION PERSONNEL, and prompt, responsive, and customer-friendly EDUCATIONAL SUPPORT SERVICES;
- instituting efficient, effective, and technology-based PROCESSES, with value-laden, service-oriented, and technically competent EMPLOYEES in an environment of continuous improvement; and
- following government laws, statutory rules and regulations, and operating with utmost transparency, excellent performance, and dedicated service with character, courage and compassion.



THE ROADMAP

CURRICULUM & INSTRUCTION

Management of Curriculum Implementation
Curriculum Development, Enrichment, and
Localization
Learning Delivery
Learning Resource Management
Learning Outcome Assessment

EDUCATION SUPPORT SERVICES

School Health and Nutrition Services and
Management
Partnership and Linkages
Education Facilities Management

QUALITY ASSURANCE

Framework, Policies, Systems, and Processes
Assessment, Monitoring, and Evaluation
Regulatory and Developmental Services to School

TECHNICAL ASSISTANCE

Team Management
Knowledge Management
School-Based Management

POLICY, PLANNING, & RESEARCH

Education Planning
Policy Development
Research Management
Data Management

HUMAN RESOURCE DEVELOPMENT

Induction Program
Professional Learning and Development
Employee Welfare
Rewards and Recognition

LEGAL SERVICES

Legal Assistance
Investigation and Resolution of Cases

INFORMATION & COMMUNICATION TECHNOLOGY

System and Infrastructure Design and Management

PUBLIC AFFAIRS

Communication Systems and Processes
Communication Linkages
Communication Support

ADMINISTRATIVE SERVICES

Records Management
Asset Management
Cash Management
Personnel Administration
Salary and Benefits Administration
Security, Facilities, and Maintenance Management

FINANCE SERVICES

Financial Management
Budget Preparation
Mobilization and Utilization of Financial Resources
Budget Accountability Reporting

CURRICULUM & INSTRUCTION

Key Result Area (KRA)	Implementing Measures	Timeline	Responsible Division / Unit	Pre-requisites	Risks and Challenges	Responses to Risks and Challenges	Success Indicator
Management of Curriculum Implementation	<p>To develop and implement programs and strategies to contextualize competencies in the curriculum per learning area including Alternative Learning System (ALS) and other Special Curricular Programs (SCPs) and to realize and actualize the learning standards</p> <ul style="list-style-type: none"> - Provide Technical Assistance (TA) to Schools Division Offices (SDOs) in ensuring that the Most Essential Learning Competencies (MELCs) of all learning areas across grade levels including ALS competencies and other SCPs e.g. Special Education (SPEd) are mapped out, prioritized, and matched with appropriate contextualized Learning Resources (LRs) 	May to June	CLMD FTAD	List of MELCs including competencies of ALS and other SCPs; Policy on the utilization of the MELCs; Readiness of SDOS to use the MELCs.	MELCs for ALS and in every SCPs may not be immediately provided; Some of the MELCs may not be completely/fully delivered / learned.	RO guides/re-orient SDOs on the identification/ validation of the MELCs; RO to provide TA on the conduct of catch-up mechanisms/modes to ascertain mapping-out, prioritization, and identification of appropriate LRs vis-a-vis MELCs and ALS and SCPs competencies	100% of SDOs were provided TAs in ensuring that MELCs of all learning areas across grade levels including ALS competencies and SCPs e.g. SPED were mapped out, prioritized, and matched with appropriate contextualized LRs
	<ul style="list-style-type: none"> - Conduct online monitoring and evaluation (M&E) on the implementation of the contextualized curriculum re: MELCs of all learning areas across grade levels including ALS competencies and others Special Curricular Programs (SCPs) e.g. SPED 	May 2020 to April 2021	CLMD ICTU QAD PPRD	Online Survey on the validation of SDO M&E	Delay in the accomplishment of the online survey	Early release of Regional Memorandum to SDOs on the accomplishment of the online survey; Intensive follow-up on the accomplishment of the online survey using different platforms	100% of the SDOs were monitored and evaluated through online survey

REGION VIII EMERGENCY ROADMAP

Key Result Area (KRA)	Implementing Measures	Timeline	Responsible Division / Unit	Pre-requisites	Risks and Challenges	Responses to Risks and Challenges	Success Indicator
	<ul style="list-style-type: none"> - Conduct virtual validation on the Division Instructional Supervisory Plan (DISP) and Division Instructional Supervisory Accomplishment Report (DISAR) per SDO across learning areas as a way of monitoring the implementation of the contextualized curriculum re: MELCs 	August-April, 2021	CLMD ICTU QAD FTAD	Teleconferencing Protocols on how to conduct virtual validation; Online Customer Satisfaction Survey Form	Non-attendance to virtual validation	Release Regional Memorandum requiring SDOs to ascertain compliance with the virtual validation	100% of the SDOs participated in the virtual validation of DISP and DISAR across learning areas; 100% of the SDOs accomplished the target
	<p>To formulate policy localization and recommendations, submit research proposals/concept papers/project designs/advocacy programs for curriculum enhancement and innovations</p> <ul style="list-style-type: none"> - Manage the conceptualization and submission of research and project proposals/concept papers with reference to the issues and concerns re: Kto12 Basic Education Curriculum (BEC) implementation e.g. effectiveness of Alternative Delivery Mode (ADM) and other modes of learning delivery for enhancement and innovation 	June to August	CLMD QAD FTAD PPRD	RMEA Results on the Issues and Concerns re: K to 12 BEC implementation e.g. effectiveness of ADM and other modes of learning delivery	Unavailability of essential and necessary data	Devise a mechanism to harvest the essential and necessary data	100% of the targeted CLMD research and project proposals/concept papers were conceptualized and submitted to Policy, Planning, and Research Division (PPRD)
	<ul style="list-style-type: none"> - Develop and implement advocacy programs and materials on the K to 12 BEC, ALS, and other SCPs 	April to June	CLMD PAU ESSD	Issuances relative to K to 12 BEC, ALS, and other SCPs	Hard copies of the advocacy materials may not be distributed	Send electronic copies/ digitize format of the advocacy materials to SDOs who will ensure reproduction and distribution of said materials with the attached Feedback Form	100% of the targeted number of advocacy materials were developed and distributed to SDOs; 100% of SDOs had submitted feedback on the implementation/utilization/ distribution of the advocacy materials

REGION VIII EMERGENCY ROADMAP

Key Result Area (KRA)	Implementing Measures	Timeline	Responsible Division / Unit	Pre-requisites	Risks and Challenges	Responses to Risks and Challenges	Success Indicator
Curriculum Development, Enrichment, and Localization	To monitor development, evaluation/quality-assurance (QA), pilot-testing, finalization, and utilization of LR, and implementation of the contextualized curriculum						
	<ul style="list-style-type: none"> - Conduct virtual monitoring of the SDO activities re: LR contextualization processes and utilization of contextualized competencies esp. the MELCs per subject area, learning delivery, modes, and other Programs, Activities, and Projects (PAPs) 	August 2020 to April 2021	CLMD ICTU FTAD	Teleconferencing Protocols on how to conduct virtual validation; Online Customer Satisfaction Survey Form	Delay in the accomplishment of the DCLR - Online Data Bank	Release Regional Memorandum requiring SDOs to observe compliance with the timeline of the DCLR processes	100% of the SDOs participated in the virtual monitoring; 100% of the SDOs accomplished the target number of DCLRs
	<ul style="list-style-type: none"> - Conduct virtual meeting with the Curriculum and Implementation Division (CID) Chiefs and SDO Education Program Supervisors (EPSs) to utilize and disseminate M&E results, validate Regional Monitoring, Evaluation, and Adjustments (RMEA) results, and to resolve issues in the curriculum contextualization and other programs and activities 	Quarterly	CLMD ICTU FTAD QAD	Teleconferencing Protocols on how to conduct virtual validation; Online Customer Satisfaction Survey Form	Teleconferencing protocols/ proper decorum and netiquettes may not be followed which may disrupt discussion flow	Assign management team with defined roles to follow during the conduct of the virtual meeting to avoid disruption of discussion	100% of the SDOs participated in the virtual meeting
<ul style="list-style-type: none"> - Conduct Online Workshops on LR Contextualization Strategies: ADM Modules Enhancement, Self-Learning Kits (SLK) on Disaster Risk Reduction Management/Climate Change Adaptation (CCA)/Safe Schools/Education in Emergencies, SLKs on ALS, Madrasah Education Program (MEP), Indigenous Peoples Education (IPEd), and other SCPs 	June to August	CLMD LRMS ICTU FTAD ESSD	Teleconferencing Protocols on how to conduct virtual validation; Online Customer Satisfaction Survey Form, Regional Memorandum	Delay in the submission of the enhanced LRs	Release Regional Memorandum to SDOs on the submission of the enhanced LRs	100% of the targeted number of outputs were complied with	

REGION VIII EMERGENCY ROADMAP

Key Result Area (KRA)	Implementing Measures	Timeline	Responsible Division / Unit	Pre-requisites	Risks and Challenges	Responses to Risks and Challenges	Success Indicator
Learning Delivery	<p>To manage the contextualization of learning delivery based on the learning context and types of learners</p> <ul style="list-style-type: none"> - Conduct Online Capacity-Building (CB) on Managing Multi-Modal Learning Delivery Options (e.g. Face to Face, Blended Learning, Distance Learning, Home Schooling, and Apprenticeship) and Demonstration of Teaching Strategies in Digital Format 	May to August	HRDD CLMD	SDO Data on the Teachers and other Instructional Leaders Needing Training; Training/CB Proposal	Conflict of Schedule/Overlapping of Activities	Constant follow-up/coordination with HRDD	100% of the targeted online CBs were conducted; 100% of the targeted participants attended the CBs
	<ul style="list-style-type: none"> - Conduct virtual monitoring and evaluation/online survey to SDOs on the adoption of the learning delivery options most suitable to the learners, learning context, and other factors to be considered affecting successful learning - Analyze data gathered from the virtual monitoring/online survey on the contextualized learning delivery options to encourage learning and innovation 	August 2020 to April 2021	CLMD ICTU FTAD	Regional Memorandum, Consolidated Data on Learning Context and Types of Learners, Policy on the Learning Modalities, Tele orientation to SDOs on the Five (5) Learning Delivery Options, Teleconferencing Protocols on how to conduct virtual validation; Online Customer Satisfaction Survey Form; Google Forms on the learning delivery options	Low turn-out of the online survey	Release Regional Memo requiring SDOs to ascertain compliance with the virtual monitoring/online survey	100% of the SDOs were monitored on the adoption of Learning Delivery Options 100% of the gathered data were analyzed
Learning Resource Management	<p>To conduct inventory of existing Learning Resources (LR)</p> <ul style="list-style-type: none"> - Provide virtual technical assistance to SDOs on harvesting of consolidated reports on the Inventory of the K to 12 Basic Education Curriculum (BEC) LRs 	May to August	CLMD FTAD	Inventory Template/Google Sheets	Low turn-out of the online survey	Release Regional Memo requiring SDOs to ascertain compliance with the virtual monitoring/online survey	100% of the SDOs were provided TA; 100% of the SDOs submitted the Consolidated Reports on the Inventory of K to 12 BEC LRs

REGION VIII EMERGENCY ROADMAP

Key Result Area (KRA)	Implementing Measures	Timeline	Responsible Division / Unit	Pre-requisites	Risks and Challenges	Responses to Risks and Challenges	Success Indicator
	- Provide technical assistance to SDOs on mapping-out the MELCs vis-à-vis available materials/modules: Alternative Delivery Modes (ADM), ALS (printed @ radio) Open Educational Resources (OER), DepEd Commons, etc.)	May to August	CLMD LRMS ICTU PAU	Inventory Template/Google Sheets	Low turn-out of the online survey	Release Regional Memo requiring SDOs to ascertain compliance with the virtual monitoring/online survey	100% of SDOs were provided TA on Mapping-out of MELCs vis-a-vis LRs
	To evaluate contextualized LRs and publish the same at the LR Portal						
	- Conduct Online Workshop on the Contextualization and Digitization of LRs e.g. ADM Modules etc.	Year round	CLMD LRMS ICTU	Regional Memorandum with attached Criteria for the Qualification of the Participants	Unavailability of the expected participants due to conflict of schedule	Release Regional Memo requiring SDOs to ascertain compliance with the selection of participants having excellent internet connection	100% of the targeted online workshops were conducted in coordination with HRDD; 100% of the targeted digitized LRs were complied with
	- Conduct Online Workshop on the Review/QA of LRs for Uploading at the LR Portal	Year round	CLMD LRMS ICTU	Regional Memorandum with attached Criteria for the Qualification of the Participants	Unavailability of the expected participants due to conflict of schedule	Release Regional Memo requiring SDOs to ascertain compliance with the selection of participants having excellent internet connection	100% of the targeted LRs were reviewed/ready for uploading
	- Publish quality assurance of learning resources at the LR Portal	Year round	CLMD LRMS	Regional Memorandum and e-copies of the quality-assured LRs	Delay in the QA of LRs	Release Regional Memo observing compliance with the timeline of the DCLR processes	100% of the reviewed LRs were published
	To monitor the utilization and implementation of Learning Resources Management and Development System (LRMDS) and enhance capacity of LRMDS implementers						

REGION VIII EMERGENCY ROADMAP

Key Result Area (KRA)	Implementing Measures	Timeline	Responsible Division / Unit	Pre-requisites	Risks and Challenges	Responses to Risks and Challenges	Success Indicator
	<ul style="list-style-type: none"> - Conduct online monitoring on the utilization of the Enhanced Session Guides and Slide Decks on LRMS Processes 	September	CLMD ICTU QAD FTAD	Regional Memorandum with attached Criteria for the Qualification of the Participants; Google Sheet	Delay in submission of the LRE Session Guides	Release Regional Memo requiring SDOs to ascertain compliance with timely submission of outputs	100% of the SDOs were monitored
Learning Outcome Assessment	<p>To provide virtual TA to SDOs on the utilization of the contextualized assessment program and RMEA assessment results</p> <ul style="list-style-type: none"> - Require SDOs the full utilization of the Regional Formative Test Item Bank (RTIB) 	Year round	CLMD FTAD	Provision to SDOs e-copies of the RFTIB	Insufficient Funds for the reproduction of the RFTIB	Provide TA to SDOs on the prioritization of RFTIB reproduction in coordination with Finance Division (FD)	100% of SDOs complied with the full utilization of the RFTIB
	<ul style="list-style-type: none"> - Analyze assessment results from SDOs through RMEA (pinpoint causes and possible interventions to close learning gaps) 	October to April	CLMD FTAD QAD PPRD	Google Forms	Unavailability of essential and necessary data	Analyze existing data available	100% of the SDO assessment results from RMEA and/or any issues and concerns relative to assessment results were analyzed
	<ul style="list-style-type: none"> - Provide online TA on SDO initiatives relative to non-traditional assessment e.g. virtual performance assessment (Information Technology (IT)-based products, video clips of songs and dances etc.) and portfolio assessment (compilation of all learner's outputs such as drawings, essays, daily experience/journals, etc.) are utilized which are needed in tracking learning progress to ascertain achievement of the MELCs 	August to April 2021	CLMD FTAD ICTU QAD	Tele-orientation to SDOs on the Non-Traditional Assessment Types; Regional Memorandum, New Kto12 BEC Assessment Policy	Lack mechanism/ tools to check authenticity of learner's output particularly on virtual performance assessment	Develop mechanism/ tools to check authenticity of learner's output particularly on virtual performance assessment	100% of the SDO initiatives relative to non-traditional assessment were reviewed during the online TA for possible improvement

EDUCATION SUPPORT SERVICES

KRA	Implementing Measures	Timeline	Responsible Division/Unit	Pre-requisites	Risks and Challenges	Responses to Risks and Challenges	Success Indicator
Health and Nutrition Services Management	To provide Technical Assistance for the effective provision of health and nutrition services.						
	<ul style="list-style-type: none"> - Conduct Webinar Sessions on Psychosocial First Aid (PFA)/ Mental Health Psychosocial Support Services (MHPSS) to Regional and Schools Division Offices (SDOs) Personnel 	August to January 2020	ESSD-SHS HRDD ICTU	Availability of Funds; Training Design; Pool of Trainers/ Experts on MHPSS	Unavailability of strong internet connectivity in the field	Coordinate with the ICTU	100% of the targeted webinar on PFA/MHPSS were conducted
	<ul style="list-style-type: none"> - Design an Online Referral System of Learners manifesting symptoms of depression and other related mental health problems 	August 2020	ESSD-SHS ICTU	Laptop, pre-existing MHPSS Referral System	Division Office may not have the right health care provider to handle extreme cases of mental health problems	SDOs to conduct mapping of licensed Psychologist or Psychiatrist in their respective areas	100% of the designed functional Referral System and consolidated reports were approved
Health and Nutrition Services Management	To manage, supervise, and monitor the delivery of Health and Nutrition services in accordance to policies, standards, and guidelines						
	<ul style="list-style-type: none"> - Conduct online monitoring of SDOs' TA in the strict adherence with the COVID protocols in the implementation of the Health and Nutrition Programs and Projects such as: <ul style="list-style-type: none"> a. School-Based Feeding Program (SBFP); b. Medical and Dental Services; c. Wash in Schools (WinS) Program; d. Mental Health Program; e. Adult Reproductive Health Program (ARH); 	September to December 2020	ESSD-SHS ICTU	Creation of FB messenger group chat among School Health and DRRM Coordinators for COVID and PFA/ MHPSS Laptop and internet connection Nutritional Status of Learners	Unavailability of updated Nutritional Status since learners are in community quarantine	Close coordination with the Division SBFP Coordinator on the availability of updated NS of Learners to identify target beneficiaries	100% of Health and Nutrition Programs and Projects' adherence to COVID protocols of the SDOs were monitored

REGION VIII EMERGENCY ROADMAP

KRA	Implementing Measures	Timeline	Responsible Division/Unit	Pre-requisites	Risks and Challenges	Responses to Risks and Challenges	Success Indicator
	f. National Drug Education Program (NDEP)						
Partnership and Linkages	To build partnership for the provision of additional education resources and for access, quality teaching-learning, youth leadership, personnel development, learning and resources for learners and teachers.						
	- Establish partnership for the availability of COVID-19 Information, Education and Communication (IEC) materials both electronic and printed copies.	May to July 2020	ESSD-SPPS CLMD-LRMS	Available designs of IEC materials for COVID-19 prevention and mitigation	Unavailability of partners with COVID-19 IEC materials	Mapping-out of potential partners	100% of potential partnerships were forged
	To establish a regular coordination mechanism, database, and protocol for organizing, sharing, and tracking information, expertise and best practices among external and internal partners						
	- Monitor the activities conducted by the SDOs' COVID-19 Task Force	May 2020	Regional DRRM Team	Reiteration of the provisions on DepEd Memo No.011, s. 2020 on the creation of COVID Task Force for RO and SDOs	Unavailability of PPE and Hygiene materials in the SDOs	Use the 50% of the DRRM Monitoring, Evaluation, and Planning (MEP) Funds to procure COVID-19 Response items.	100% of SDO's COVID-19 Task Force activities monitored
	- Monitor the SDOs on the implementation of the guidelines on the use of schools as Quarantine Centers	June to August 2020	ESSD	Monitoring Tool	Delay of the decampment of people under quarantine due to the unpredictable COVID situation in the area.	Coordinate with the Local Government Unit concerned	100% of the SDOs' implementation of the guidelines on the use of schools as Quarantine Centers were monitored
	- Conduct online monitoring of SDOs' Brigada Eskwela	July 2020	ESSD-SPPS ICTU	Teleconferencing with SDO Partnership Focal Persons on the conduct	Non-compliance due to schools	Coordinate with the Local Government Unit concerned	100% of the SDOs were monitored

REGION VIII EMERGENCY ROADMAP

KRA	Implementing Measures	Timeline	Responsible Division/Unit	Pre-requisites	Risks and Challenges	Responses to Risks and Challenges	Success Indicator
				of the Virtual BE Kick-Off in the Schools Divisions	used as quarantine facility		
	<p>To identify areas for partnership with relevant offices in connection with Disaster Risk Reduction and Management (DRRM), Climate Change Adaptation (CCA), and Education in Emergencies (EIE).</p> <ul style="list-style-type: none"> - Provide technical assistance to SDOs on forging partnerships with LGUs and other partners in the provision of handwashing facilities, COVID-19 preventive equipment, and materials for the study from home program 	Whole School Year	ESSD-SPPS CLMD FTAD	DepEd Partnership Data Sheet (DPDS)	Unavailability of Funds and support from partners	Intensify partnership and linkage among possible stakeholders.	100% of SDOs were provided TA on forging Memorandum of Agreement (MOA) with partners
Events Management	<p>To assist the Schools Division Offices in the implementation of PPAs through capacity building (CB), orientations, meetings, consultations such as Youth Leadership Formation, Sports Program, Adopt a School Program, Disaster Risk Reduction and Management (DRRM).</p> <ul style="list-style-type: none"> - Conduct online monitoring on Youth Formation Activities following COVID-19 Protocols i.e, Supreme Pupil/Student Government (SPG/SSG), Career Guidance Program, Youth for Environment Organization (YES-O). - Conduct online Technical Assistance on selected School Sports Training and Management under COVID-19 environment 	Whole School Year October 2020	ESSD-SPPS Regional Sports Officer, ICTU	ICT Equipment, Memo, Monitoring Tool Training Plan, ICT Equipment, Memo	Non-attendance of expected participants Unavailability of Resource Persons	Provide modules and handouts to absentees Link with Schools Sports Division, DepEd CO	100% of the SDOs were monitored 100% of the targeted online TA were conducted

REGION VIII EMERGENCY ROADMAP

KRA	Implementing Measures	Timeline	Responsible Division/Unit	Pre-requisites	Risks and Challenges	Responses to Risks and Challenges	Success Indicator
Education Facilities Management	<p>To facilitate the conduct of needs assessment of Schools Division Offices on basic education facilities such as school buildings, furniture, and other facilities</p> <ul style="list-style-type: none"> - Conduct of online monitoring on the implementation of the following projects: DPWH-led Construction of New School Buildings; Division-led Repair of Classrooms; Electrification of Schools; Conversion of Classrooms to Medical and Dental Clinics 	Year Round	ESSD-EFS	Monitoring Tool	Existence of hazardous or COVID-19 infected areas with identified projects sites	Require Division Engineers to conduct ocular inspection following minimum health standards	100% of the SDOs' implementation of infrastructure projects were monitored
	<ul style="list-style-type: none"> - Develop low-cost design of handwashing facilities for WinS Program implementation 	May to June 2020	ESSD-EFS	Approved Program of Works (POW) and Plans	Non-conformance with CO prescribed designs	Coordinate with CO on the proposed POW and Plans	100% of the low-cost designs for handwashing facilities were developed

QUALITY ASSURANCE

KRA	Implementing Measures	Timeline	Responsible Division/Unit	Pre-requisites	Risks and Challenges	Responses to Risks and Challenges	Success Indicator
Quality Assurance Framework, Policies, Systems, and Processes	<p>To institutionalize Regional Quality Assurance-Monitoring and Evaluation (QA-M&E) and Assessment Framework, policies, systems, and processes based on national standards and guidelines.</p> <ul style="list-style-type: none"> - Review, craft, and align QA-M&E processes to national standards and guidelines - Conduct online monitoring of the SDOs' implementation of the QA-M&E processes 	1st week until 2nd week of June 2020	QAD	DepEd Issuances	Absence of the guidelines from the Central Office as bases for contextualization	Craft localized guidelines on QA-M&E contextualization	<p>100% of the QA-M&E processes were reviewed, crafted, and aligned to national standards and guidelines</p> <p>100% of the SDOs were monitored</p>
Assessment, Monitoring and Evaluation	<p>To implement quarterly Monitoring, Evaluation and Adjustment (MEA) to raise performance rating of RO/SDO and for policy actions and adjustment.</p> <ul style="list-style-type: none"> - Conduct Quarterly Completed Staff Work (CSW) with the Quality Management Team (QMT) to validate and submit online the Division Consolidated School Data Gathering Tool (SDGT) 	Quarterly	QAD FTAD PPRD	Validated SDGT of schools by SDO	Incomplete submission of the consolidated SDGT due to poor/weak internet access	Provide load or Internet access using the issued Home Prepaid WIFI	100% of the targeted quarterly CSW were conducted
	<ul style="list-style-type: none"> - Conduct Quarterly Regional Monitoring, Evaluation, and Adjustment (RMEA) 	Quarterly	QAD FTAD PPRD	MEA Reports are submitted ahead of the scheduled online presentation	Incomplete submission of report on or before the deadline	Constant reminders/updates to SDOs before the deadline	100% of the targeted quarterly RMEA were conducted
	<ul style="list-style-type: none"> - Utilize the results taken from the Quality Assurance Technical Assistance Monitoring and Evaluation (QATAME) System. 	May to December	QAD ICTU FTAD	Regional Memo of the Training and Training Matrix and QATAME Evaluation Tools	Incomplete results of the consolidated QATAME	Establish timeline on timely submission of required reports	100% QATAME results were utilized

REGION VIII EMERGENCY ROADMAP

KRA	Implementing Measures	Timeline	Responsible Division/Unit	Pre-requisites	Risks and Challenges	Responses to Risks and Challenges	Success Indicator
	- Consolidate, validate, and submit online the Budget Accountability Reports (BAR)	Quarterly	QAD FD	Budget Execution reports	Incomplete data	Establish timeline on timely submission of required data	100% of the BARs of the SDOs were consolidated, validated, and submitted to DBM-RO and DepEd-CO
Regulatory and Developmental Services to Schools	To lead in conducting proper assessment of public and private schools by counter checking SDO's documentation of requirements and standards of quality basic education, in order to provide sound basis for recommending to the RD the accreditation and/or recognition of their schools	Public School June 30 of the current year Private School August 30 of the year preceding the year of operation	QAD Admin-Records	Documentary requirements based on standards and related issuances	Noncompliance with the required standard and processes	Provide technical assistance to the SDOs with the non-compliant schools	100% of the online application received were processed, validated, and recommended for issuance of permit to operate, government recognition, accreditation within agreed time frame
	- Conduct processing of the approval of the online application documents for the increase in Tuition and Other School Fees.	3 rd week of January to 2 nd week of May of the year June to July of the year	QAD Admin-Records	Documentary requirements based on standards and related issuances	Noncompliance with the required standard and processes	Provide technical assistance to the SDOs with the non-compliant schools	100% of the online application documents compliant to standard were recommended for approval.

REGION VIII EMERGENCY ROADMAP

KRA	Implementing Measures	Timeline	Responsible Division/Unit	Pre-requisites	Risks and Challenges	Responses to Risks and Challenges	Success Indicator
	<ul style="list-style-type: none"> - Assess and evaluate the documents for billing of Government Assistance for Students and Teachers in Private Education (GASTPE) from the Regional Philippine Educational Assistance Committee (PEAC) Secretariat 	September onwards	QAD	Documentary requirements based on standards and related issuances	Exposure of PEAC Representative and RO personnel to COVID-19	Strictly observe the IATF-DOH Minimum Health Protocol for COVID-19	100% of the billing statement of GASTPE program (ESC, TSS & SHSVP) of recipient-schools as to compliance with DepEd standards within the specified timeline were assessed and evaluated
	<ul style="list-style-type: none"> - Validate Schools with School-Based Management (SBM) Level III recommended by FTAD and assess online the following SBM Level of practice (Document Analysis and Observation Discussion) 	Aug.-Sept.	Regional SBM Composite Team <ul style="list-style-type: none"> • QAD • FTAD • CLMD • ESSD • PPRD • HRDD • FD 	Documentary requirements based on standards and related issuances	Noncompliance with the required standard and processes	Provide technical assistance to the SDOs with the non-compliant schools	100% of the recommended schools with SBM Level III of practice were validated

TECHNICAL ASSISTANCE

KRA	Implementing Measures	Timeline	Responsible Division/Unit	Pre-requisites	Risks and Challenges	Responses to Risks and Challenges	Success Indicator
Technical Assistance	<p>To organize and sustain functional teams, mechanisms, and processes</p> <ul style="list-style-type: none"> - Deploy Flexi/Permanent Regional Field Technical Assistance Composite Teams (RFACTs) - Conduct Planning Conference for the RFACTs deployment - Conduct Virtual Focus Group Discussion - Conduct Technical Assistance provision of RFACTs thru Online Focus Group Discussion - Require DFACT to prepare Division Technical Assistance Provision Plan (DTAPP) 	Quarterly	FTAD RFACT ICT FD	Regional Monitoring, Evaluation and Adjustment (RMEA) Results from QAD, Regional Technical Assistance Provision Plan (RTAPP), Regional Memo, Internet connection	Non-attendance of some Team Leaders and members.	Require submission of Notice of Absence from the concerned Functional Division and deploy flexi teams.	<p>100% of the RFACT deployment conducted</p> <p>100% of the targeted planning conference conducted</p> <p>100% of the targeted virtual FGDs conducted</p> <p>100% of the targeted TA provision of RFACT conducted through online FGD</p> <p>100% of SDOs submitted their approved DTAPP</p>
	<p>To track and analyze the implementation and result of Technical Assistance interventions by gathering best practices and success stories</p> <ul style="list-style-type: none"> - Document the best practices and success stories through a coffee table book 	August 24-27, 2020	FTAD FD	Memorandum, Manuscripts of Best Practices and Success Stories	Delayed submission of the edited manuscript due to intermittent internet access	Frequent reminder on the submission thru varied communication platforms	100% of the edited manuscripts were submitted to RO-FTAD
	<ul style="list-style-type: none"> - Conduct Workshop on the Finalization of Manuscripts on Best Practices and Success Stories on TA Provision 	September 14-17, 2020	FTAD FD HRDD QAD	Regional Memorandum; Edited manuscripts submitted by SDOs	Less prioritization of selected Regional Editors in favor of their specific KRAs	Proper coordination with other concerned Functional Divisions	100% of the targeted workshop on the finalization of Manuscripts on Best Practices were conducted

REGION VIII EMERGENCY ROADMAP

KRA	Implementing Measures	Timeline	Responsible Division/Unit	Pre-requisites	Risks and Challenges	Responses to Risks and Challenges	Success Indicator
	To provide Customized Technical Assistance to Division Offices thru School Based Management						
	<ul style="list-style-type: none"> - Conduct Regional Capacity Building to SDOs on Coaching SBM Levels of practice thru teleconferencing 	Quarterly	FTAD RFTACT ICTU FD QAD HRDD	Proposal, Regional Memorandum, SDOs' list of candidates for SBM Level 3 Regional Accreditation	Non-attendance of some targeted participants due to intermittent to no internet access	Prepare canned video or record the teleconferencing so that it may be viewed even offline.	100% of the targeted Capacity Building on Coaching SBM Level were conducted
	<ul style="list-style-type: none"> - Conduct Regional TA Implementation Review cum SBM Summit thru webinar 	December 2020	FTAD QAD HRDD	Regional Memo, PowerPoint presentation in two (2) phases: 1) Dry-Run and 2) Actual Webinar from SDO selected school representative	Limited number of entries and number of participants	Inform participants at least one month before the activity and secure confirmation slips from SDOs	100% of the invited participants have attended the webinar
Knowledge Management	To institutionalize the organization of RFTACTs with defined roles and functions						
	<ul style="list-style-type: none"> - Organize and institutionalize RFTACTs membership with Terms of Reference (TOR) for year 2020 	March 2020	RFTACT	Review 2019 RFTACTs TOR	Conflict of schedule of the members of RFTACT	Inform RO Chiefs ahead of schedule, Request RO Chiefs to prioritize RFTACT activities	100% of the teams were organized
	To operationalize the established technical assistance mechanisms and system across SDOs						
	<ul style="list-style-type: none"> - Review and Enhance the alignment of Regional TA Plan to the Division TA Plans through virtual modality 	July to August 2020	FTAD	Regional Memorandum, Require submission of the approved Division TA Plans by CID & SGOD Chiefs to RO	Delayed submission of the Division TA Plan or Non-compliance to the TA Plan standards	Require the SDOs to submit a justification letter for the delayed submission and non-compliance	100% of the Division TA Plans were aligned to the Regional TA Plan

REGION VIII EMERGENCY ROADMAP

KRA	Implementing Measures	Timeline	Responsible Division/Unit	Pre-requisites	Risks and Challenges	Responses to Risks and Challenges	Success Indicator
	<p>To adhere to policy and standards in recognizing best practices in the provision of TA</p> <ul style="list-style-type: none"> - Conduct virtual Consultative Conference on the Implementation of TA Standards, Mechanisms, and Benchmarking of SBM Practices with the SDOs 	Quarterly	FTAD RFTACT ICTU	Regional Memo, Guidelines on TA Mechanism, Guidelines on SBM Practices, Proposed criteria for the search on TA Provision and SBM Coordinator	Absence of TA/ SBM Team Leaders and Members	Require a notice of absence from the concerned team member as basis for replacement	100% of the identified SDO participants have participated in the virtual Consultative Conference
	<ul style="list-style-type: none"> - Evaluate the entries for Best Practices on TA Provision and Outstanding SBM Coordinator through online submission of documents 	September to October 2020	FTAD RFTACT	Dissemination of the Guidelines and Criteria on the Search for Best Practices on TA Provision and Outstanding SBM Coordinator	Failure of SDOs to submit documents of entries submitted online	Early release of the Memorandum and regular updating in the Group Chat	100% of the entries were evaluated
Team Management	<p>To maintain the RFTACT operations</p> <ul style="list-style-type: none"> - Conduct virtual Monitoring on TA Provision of DFTACTs - Plan and organize the concerned Functional Divisions where TA is needed by the SDOs for proper channeling using varied platforms 	August to September 2020	FTAD ICTU RFTACT	Require the DFTACTs to submit their DTAPP with timeline for specific quarter; Synchronize schedule so FTAD can follow up SDOs during the DFTACTs TA provision thru teleconferencing	Non-attendance of concerned DFTACTs in the virtual monitoring	Require the SDO to submit a justification letter to the RO for non-attendance	100% of the SDOs were monitored on TA provision of DFTACTs
	<p>To gather, document, and analyze feedback in providing TA</p> <ul style="list-style-type: none"> - Conduct online survey and analysis on feedback relative to the provision of TA by RO 	Quarterly	PPRD FTAD QAD RFTACT ICTU	Feedback form	Low turn-out of survey forms	Require the DFTACT to submit a justification letter to the RO for non-compliance	100% of the online survey forms were gathered and analyzed

PLANNING, POLICY, & RESEARCH

KRA	Implementing Measures	Timeline	Responsible Division/Unit	Pre-requisites	Risks and Challenges	Responses to Risks and Challenges	Success Indicator
Education Planning	<p>To lead in the development of the regional education strategic and operational plans</p> <ul style="list-style-type: none"> - Conduct workshop on revisiting Regional Basic Education Plan (RBEP), 2020 Annual Implementation Plan, and Work and Financial Plans relative to PAPs and targets which are not viable in time of this health situation as basis for contingency planning 	May to July 2020	All RO Divisions	Issuance of a Memorandum for the conduct of a workshop on the revisiting of the RBEP, 2020 AIP, and WFP)	Non-attendance of some Chiefs and EPSs during schedule due to two-day workweek scheme	Require the expected participant to submit a justification letter for non-attendance	100% of the RBEP, AIPs, WFPs were revisited in one setting
	<p>To provide technical assistance to SDOs in the development of Division Education Development Plans (DEDP), AIPs, and WFPs using applicable platforms</p> <ul style="list-style-type: none"> - Conduct online workshop on the review of existing PAPs and targets and utilize the info as basis for contingency planning to address current situation 	May to July 2020	ORD PPRD	Issuance of a Memorandum to encourage SDOs for the conduct of a workshop on the revisiting of the DEDP, 2020 AIP, and WFP	Some SDOs might not be able to conduct the said workshop at their level due to work from home arrangement	Require the expected participant to submit a justification letter for non-compliance	100% of the DEDP, AIP, and WFP of the SDOs were reviewed
Development of Localized Policies	<p>To contextualize Policy issuances from CO relative to the opening of classes and other related concerns</p> <ul style="list-style-type: none"> - Conduct a review of any issuance/s from the CO on the opening of classes, learning continuity plans, etc. for contextualization 	May to August 2020	Policy Review Committee OARD All RO Divisions	Creation of Policy Review Committee of the Regional Office with responsibilities and functions	Non-concurrence and/or attendance of designated leaders and members	Issue Special Orders or Memo to concerned personnel	100% of new policies and guidelines issued by CO were reviewed

REGION VIII EMERGENCY ROADMAP

KRA	Implementing Measures	Timeline	Responsible Division/Unit	Pre-requisites	Risks and Challenges	Responses to Risks and Challenges	Success Indicator
	<p>To develop new or general Polices and Guidelines that will address the current situation in terms of mobilization of people, implementation of programs and projects, delivery of teaching-learning process, opening of classes, etc.</p> <ul style="list-style-type: none"> - Craft contextualized policies applicable to the region relative to bids and awards, online selection and hiring, and webinars and teleconferencing 	May to July	PPRD OARD BAC Admin-Personnel ICTU	Inventory of new Policies and Guidelines issued by CO or other policy-making bodies	Existence of confidentiality issues regarding documentary requirements	Enhance policies for succeeding implementation	100% of policies were contextualized
Research Management	<p>To institutionalize Research initiatives in the Region and other DepEd mandated research activities</p> <ul style="list-style-type: none"> - Develop Regional Research Action Plan (RRAP) 	May to December 2020 and onwards	PPRD Regional Research Committee	Issuance of a Memo for the conduct of a workshop on Regional Research Action Planning	Absence of the members of the committee during the workshop due to different workweek schedule	Require the expected member to submit a justification letter for non-attendance and assign a representative	100% of targeted number of research action plans were developed
	<ul style="list-style-type: none"> - Monitor online submission of Action and Basic Researches for Regional, Schools Divisions, and Schools 	May to June 2020	PPRD Regional Research Committee	Review of current plans of programs, projects, and activities relative to research (RBEP, AIP, WFP)	Late downloading of funds from the Central Office or no funds at all	Allocate funds from other sources (ex: realignment of another unutilized fund due to covid-19 pandemic)	100% of the online submission of research were monitored
	<ul style="list-style-type: none"> - Provide technical assistance to DepEd employees through online orientation/ reorientation on the development and conduct of researches 	May to December 2020	PPRD CLMD FTAD QAD HRDD	Development and identification of Research Agenda	Difficulty among the employees, school heads, and teachers in the actual conduct of research due to current situation	Provide simplified guidelines through webinars in the conduct of research	100% of targeted employees have submitted research proposals

REGION VIII EMERGENCY ROADMAP

KRA	Implementing Measures	Timeline	Responsible Division/Unit	Pre-requisites	Risks and Challenges	Responses to Risks and Challenges	Success Indicator
Data Management	<p>To collect data through the LIS and EBEIS and other platforms</p> <ul style="list-style-type: none"> - Collect data on enrolment, participation, dropout, SARDOs, attendance of students and teachers, school personnel, and other needed data during the entire period including data as on the number of teachers and students with gadgets, types of teaching-learning modalities being applied in each district or school, number of schools with and without internet connectivity 	August 2020 to May 2021	PPRD CLMD ESSD Admin	Communication to SDOs on the updating of data at their level	Unavailability of internet connection; difficulty of transportation to school and from home, etc.	Remind the SDO Planning Officers to utilize the WIFI provided by PPRD; Work at home scheme through available resources	100% of the requested data are collected from the LIS, EBEIS, NSBI and other sources
	<p>To conduct online gathering and encoding of necessary data using google sheets and other schemes</p> <ul style="list-style-type: none"> - Develop alternative data collection measures using the online platforms and conduct inventory of resources 	May to December 2020	PPRD All RO Divisions	Collection and submission of questionnaires on data required by each Regional functional division and Consolidation of questions for development of the google sheets by Division	Failure of concerned Functional divisions to respond, or late submission of data for google sheet creation	Constant reminders to functional divisions through issuance of a memo and through emails	100% of the necessary data were gathered and encoded

HUMAN RESOURCE DEVELOPMENT

KRA	Implementing Measures	Timeline	Responsible Division/Unit	Pre-requisites	Risks and Challenges	Responses to Risks and Challenges	Success Indicator
Localized Human Resource Policies and Plans	<p>To craft policies, plans, and operational framework</p> <ul style="list-style-type: none"> - Craft policies, plans, and operational framework as a guide for SDOs implementation of human resource programs and projects 	March to December 2020	HRDD PPRD All RO Divisions	Data from DMEA, RMEA, and QAME, reviewed HR policies and HRDD Operations Manual	Incomplete data analysis, attendance of personnel, vague issues raised during RMEA	Ensure completion of analyzed results, ensure 100% attendance of personnel, clarify the issue with the concerned SDO/s	100% of the crafted policies were utilized as guide for SDOs implementation of human resource programs and projects
Induction Program	<p>To provide technical assistance in ensuring the implementation of SDOs' Induction Program</p> <ul style="list-style-type: none"> - Monitor the conduct of Division Teacher Induction Program (DTIP) for the Newly Hired Teachers through online platforms 	June to December 2020	HRDD QAD	Monitoring tool Internet connectivity	Late submission of accomplishment report	Ensure submission of reports from SDOs	100% of the DTIPs were monitored
Professional Learning and Development	<p>To develop and implement needs-based/ competency-based Professional Development Programs (PDP)</p> <ul style="list-style-type: none"> - Implement needs-based/ competency-based professional development programs for non-teaching and teaching related personnel in various modalities 	May to December 2020	HRDD Personnel Development Committee (PDC) All RO Divisions	LDNA results, impact evaluation results, survey results, profile of RO and SDOs, internet connectivity, computer, online etiquette, venue, food, supplies	Unavailability of participants, health risk; intermittent internet connection	Require confirmation of attendance of the participants, follow health protocols, use mobile data, utilize e-copies of the resource packages, submit QAME report	100% of the proposed professional development programs for non-teaching and teaching related personnel in various modalities were implemented

REGION VIII EMERGENCY ROADMAP

KRA	Implementing Measures	Timeline	Responsible Division/Unit	Pre-requisites	Risks and Challenges	Responses to Risks and Challenges	Success Indicator
	<p>To manage and implement Scholarship Programs following the principles of transparency and equity</p> <ul style="list-style-type: none"> - Disseminate, coordinate and facilitate Scholarship programs through posting via the scholar's website; online submission of documents; coordination via online platforms 	March to December 2020	HRDD Personnel Development Committee (PDC) All RO Divisions	Internet connectivity, computer, online etiquette	Lack of interested applicants for the scholarship programs	Follow up the division scholarship coordinators as to the dissemination of the scholarship programs through FB group chat and SMS	100% scholarship program guidelines were disseminated, coordinated and facilitated
Employee Welfare	<p>To prepare and design Gender and Development (GAD)-related programs</p> <ul style="list-style-type: none"> - Conduct of online monitoring of SDOs' GAD-related activities such as activities on Sexual Orientation, Gender Identity, and Gender Expression (SOGIE), for Differently-abled Persons (PWD), etc. 	May to December 2020	HRDD ESSD-SHS	Online monitoring tool	Unavailability of participants, late submission of reports	Require confirmation of attendance of the participants, require SDOs for the submission of reports	100% of SDOs' GAD-related activities were monitored online
Rewards and Recognition	<p>To design/localize a system for rewarding and recognizing deserving RO and SDO employees</p> <ul style="list-style-type: none"> - Design/localize a system for rewarding and recognizing deserving RO and SDO employees 	May to November 2020	ORD PRAISE Committee	Revisit RM 613, s. 2019, submission of SDOs nominees, purchased plaques, certificates	Incomplete attendance of PRAISE Committee Members, Late submission of nominees, health risk	Ensure the 100% attendance of the PRAISE Committee Members, follow health protocols	Revised rewards and recognition guidelines, 100% of the RO and SDOs submitted their nominees and awarding ceremony conducted

LEGAL SERVICES

KRA	Implementing Measures	Timeline	Responsible Division/Unit	Pre-requisites	Risks and Challenges	Responses to Risks and Challenges	Success Indicator
Legal/Technical Assistance	<p>To provide appropriate technical assistance to Divisions, Sections and Units of the Regional Office and SDOs</p> <ul style="list-style-type: none"> - Conduct Capacity-Building for Formal Investigation Committees (FICs) on Administrative Investigation 	May to December 2020	RO Legal Unit, Division Legal Officers/ Designates	Funds downloaded from CO to RO	Delayed release of funds/Non-release of funds	Request SDOs to allocate local funds for this activity	100% of the targeted Capacity Building for Formal Investigation Committees (FICs) on administrative investigation conducted
Investigation and Resolution of Cases	<p>To facilitate/conduct investigations on complaints within the jurisdiction of the RO</p> <ul style="list-style-type: none"> - Conduct Fact-Finding/Preliminary/Formal Investigations 	Year-round	Legal Unit, Designated Fact-finding or Preliminary Investigators	A Written Complaint which is in accordance with the requisites in filing a valid administrative complaint under DepEd Order No. 49, s. 2006	<p>Investigation Reports may be delayed due to delayed responses from the parties</p> <p>Delayed resolution of cases</p>	<p>Adopt any form of investigation that would facilitate the prompt resolution of cases</p> <p>Establish timeline and monitoring scheme for easy follow-up</p>	100% of complaints/cases were handled and resolved properly and promptly

INFORMATION & COMMUNICATION TECHNOLOGY

KRA	Implementing Measures	Timeline	Responsible Division/Unit	Pre-requisites	Risks and Challenges	Responses to Risks and Challenges	Success Indicator
ICT Policies, Programs, and Projects	To provide appropriate technical assistance to Division, Sections and Units of the Regional Office and SDOs						
	- Conduct capacity building for Admin Assistants or support personnel on the use of video or teleconferencing platforms	June to July 2020	ICT Unit HRDD	Attendance of Participants; Internet connection, laptops, and projector	Non-attendance of participants; Unavailability of Internet connection	Craft of user guide	100% of the targeted capacity building for ADAS or support personnel conducted
	- Craft Webinars and Teleconferencing Guidelines	May 4-15, 2020	ICT Unit OARD ORD	Policies and procedures	Inconsistent guidelines with national protocol	Align contextualized guidelines to national protocol	100% of the targeted guidelines crafted
	- Train Division Information Technology Officers (DITOs) and selected School ICT Coordinators on Basic and Advanced Open Educational Resources (OER)	May 11-15, 2020	ICT Unit	Attendance of Participants; Internet connection, laptops, and projector; Availability of Resource Speakers	Non-attendance of participants Unavailability of Internet connection Unavailability of Resource Speakers	Post video recording of training in YouTube	100% of DITOs and School ICT Coordinators trained
	- Train DITOs and selected School ICT Coordinators on Proficiency OER	June to July 2020	ICT Unit	Attendance of Participants; Internet connection, and laptop; Availability of Resource Speakers	Non-attendance of participants Unavailability of Internet connection Unavailability of Resource Speakers	Post video recording of training in YouTube	100% of DITOs and School ICT Coordinators trained
- Monitor SDO's implementation of OER	During RMEA of SDOs	ICT Unit CLMD PPRD QAD	Monitoring tool for OER implementation Submission of accomplished monitoring tool	Non-submission of accomplished monitoring tool Inaccurate data submission	Follow-up submissions and validate submitted data	100% of SDOs monitored on OER implementation	

REGION VIII EMERGENCY ROADMAP

KRA	Implementing Measures	Timeline	Responsible Division/Unit	Pre-requisites	Risks and Challenges	Responses to Risks and Challenges	Success Indicator
	- Monitor SDO's implementation of the DepEd Computerization Program (DCP)	During RMEA of SDOs	ICT Unit CLMD PPRD QAD	Monitoring tool for DCP implementation Submission of accomplished monitoring tool	Non-submission of accomplished monitoring tool Inaccurate data submission	Follow-up submission and validate submitted data	100% of SDOs monitored on DCP implementation
	- Conduct orientation on Google For Education to DITOs and selected School ICT Coordinators	May 15, 2020	ICT Unit	Proposal, issuance, internet, gadgets	Non-attendance of target participants due to unavailability of internet	Posting video recording of training in YouTube	100% of DITOs and School ICT Coordinators trained
	- Monitor SDO's implementation of Google For Education	During RMEA of SDOs	ICT Unit CLMD PPRD QAD	Monitoring tool for Google For Education implementation Submission of accomplished monitoring tool	Non-submission of accomplished monitoring tool Inaccurate data submission	Follow-up submission and validate submitted data	100% of SDOs monitored on Google For Education implementation
ICT System and Infrastructure Design and Management	To design and develop ICT systems						
	- Upgrade the existing Internet subscription	December 2020	ICT Unit Admin Division Finance Division	Approved purchase request and budget allocation Availability of Internet Service Providers	Disallowance of COA Unavailability of funds	Limit the usage of the Internet	100% of the Internet subscriptions upgraded
	- Provide mobile data allowance for the top management, section and unit heads	December 2020	ICT Unit Admin Division Finance Division	Approved purchase request and budget allocation Availability of Service Providers	Disallowance of COA Unavailability of funds	Limit the usage of the Internet	100% of the top management, section, and unit heads provided with mobile data allowance

PUBLIC AFFAIRS

KRA	Implementing Measures	Timeline	Responsible Division/Unit	Pre-requisites	Risks and Challenges	Responses to Risks and Challenges	Success Indicator
Communication Systems and Processes	To implement the national communications framework developed at the national level and to manage communication protocols at the Regional Office and Schools Division Offices - Monitor the implementation of communication protocols at the Regional Office and Schools Division Offices	Year-round	PAU	Communication Plan	Mismanaged issues due to inadvertent to advertent violation of the communication protocol	Immediately release press statement from the Office of the Regional Director.	100% of the RO and SDOs adopted the communication protocol
	To set standards on issuances of print and non-print materials - Monitor the implementation of DepEd Order No. 30, s. 2019 titled The DepEd Manual of Style and DepEd Order No. 31, s. 2019 titled DepEd Service Marks and Visual Identity Manual at the RO and SDOs	Year-round	PAU	DepEd Issuances on the guidelines/standards for print and non-print materials	Inadvertent to advertent violation of the guidelines/standards/policies	Strengthen advocacy and information campaign on the existing policies for print and non-print materials	100% of the RO and SDOs complied to the existing guidelines/standards for print and non-print materials
	- Review and provide inputs to RO website content to ensure compliance to non-print standards	Year-round	PAU	Website guidelines provided by the ICT	System Failure	Use other media online platforms like emails and group chats to send the materials	100% of the website content reviewed by PAU
	To facilitate immediate action on matters concerning the region - Coordinate with the RO and SDOs in responding issues concerning the region	Year-round	PAU ORD ESSD-DRR	Initial report from the concerned personnel List of issues and concerns	Delayed to non-provision of details on the issues and concerns by the concerned personnel	Remind through a memorandum the concerned personnel on the Citizens Charter and the Ease of Doing Business	100% of the issues concerning the region immediately acted
	- Monitor submission of incident reports to the Regional Office to	Year-round	PAU	Monitoring tool for Incident Reports submitted to RO	Delayed to non-submission of	Implement submission of Situation Report	100% of SDOs submitted incident reports to RO

REGION VIII EMERGENCY ROADMAP

KRA	Implementing Measures	Timeline	Responsible Division/Unit	Pre-requisites	Risks and Challenges	Responses to Risks and Challenges	Success Indicator
	prepare the Region for crisis management				incident reports from the field	through text messaging or through online platforms	
	<p>To provide appropriate technical assistance to divisions, sections, and units of the RO and SDOs</p> <ul style="list-style-type: none"> - Conduct event documentation on big events in the RO 	Year-round	PAU	Requests from RO units and sections	Possible exposure to Covid-19	Limit event documentation within RO premises and ensure stringent implementation of health measures	100% of requests for event documentation granted
	<ul style="list-style-type: none"> - Conduct online coaching on writing communication skills as requested by RO divisions, units and sections 	As requested	PAU	Letter request from concerned office	None	None	100% of the request for coaching on writing communication skills granted
	<ul style="list-style-type: none"> - Conduct Webinars for Division Information Officers on Communication and Information Management 	May to December 2020	PAU ICT	Regional Memorandum Training Design	Non-attendance of some participants	Record and Upload Webinar to YouTube so that they will be readily available	100% of the targeted webinars conducted
	<ul style="list-style-type: none"> - Conduct quarterly virtual meetings to discuss issues and concerns and share best practices of the SDOs on Communication and Information Management 	May to December 2020	PAU	Regional Memorandum List of agenda	Non-attendance of some participants	Send updates through GC, text messaging, emails	100% of the targeted quarterly virtual meetings conducted
Communication Linkages	<p>To conduct media and public relations events</p> <ul style="list-style-type: none"> - Conduct Face to Face and virtual press conferences/public briefings on DepEd's programs and projects such as Oplan Balik Eskwela and Brigada Eskwela and other big events 	Year-round	PAU ORD	Press Kit Press Briefer	<p>For face-to-face interaction, there is possible exposure to covid-19.</p> <p>Misinformation may still come out after the Press conference</p>	<p>Minimum health standards shall be strictly observed.</p> <p>Conduct brief orientation before the press conference.</p>	100% of the targeted press conferences conducted

REGION VIII EMERGENCY ROADMAP

KRA	Implementing Measures	Timeline	Responsible Division/Unit	Pre-requisites	Risks and Challenges	Responses to Risks and Challenges	Success Indicator
	- Manage the Oplan Balik Eskwela Public Assistance Command Center	June to August 2020	PAU PPRD FTAD ESSD CLMD QAD HRDD ADMIN FINANCE	OBE Committee Regional Memorandum Online OBE Monitoring tool	For walk-in clients, there is possible exposure to Covid-19	Implement minimum health standards in dealing with clients	100% of issues and concerns immediately addressed
	To act as spokesperson/representative of the RD and ARD - Respond to media queries on issues concerning the RO	Year-round	PAU	Pre-interview with the media person; approved appointment for interview	For face-to-face interaction, there is possible exposure to covid-19. Misinformation may still come out after the interview.	Strictly observe minimum health standards. Conduct brief orientation before the interview.	100% of the media interview requests were responded to
	- Grant dialogue requests and make representations on behalf of RD and ARD	Year-round as requested	PAU	Invitations Travel Order Virtual meeting access	Possible exposure to Covid-19 for face-to-face interaction	Strictly observe minimum health standards	100% of dialogue requests and representations granted
	To strengthen partnership with various media and stakeholders - Conduct Teleradyo Program (Istorya ha Otso Kaupod an DepEd) every 3rd Saturday of the Month for one hour to discuss DepEd updates	Monthly starting June 2020	PAU	Concept paper, Studio, Communication plan, Internet connectivity, gadgets	Spreading of fake news	Strictly implement the communication plan and immediately release DepEd Statement to counter fake news.	100% of the targeted broadcasts conducted
	- Conduct Facebook Livestreaming of (Edukasyon ha Kahanginan) once a week to discuss DepEd updates and advocacy of programs and projects	Monthly starting June 2020	PAU	Concept paper, Studio, Communication plan, Internet connectivity, gadgets	Spreading of fake news	Release immediately DepEd Statement to counter fake news Implement Data Privacy and	100% of the targeted Facebook livestreams conducted

REGION VIII EMERGENCY ROADMAP

KRA	Implementing Measures	Timeline	Responsible Division/Unit	Pre-requisites	Risks and Challenges	Responses to Risks and Challenges	Success Indicator
					Data privacy risks and Cybersafety risks	Cybersafety measures.	
Communication Support	To prepare information materials (messages, speeches, talking points, consolidated data) needed for RD's interview, press conferences/media briefings and other Public Relations (PR) engagements <ul style="list-style-type: none"> - Prepare RD's and ARD's speeches, talking points, and key messages for PR events - Prepare minutes of meetings and consolidated data during convergence 	As requested	PAU ORD	Topic outline of speech	None	None	100% of the request for speeches, messages, and talking prepared 100% of the request for minutes and consolidated data prepared
	To provide technical assistance on Crisis Management <ul style="list-style-type: none"> - Coordinate with the Crisis Management Team on responding to critical issues concerning the region 	Year-round	PAU	Minutes template Agenda	None	None	
	To gather and consolidate data for stakeholders <ul style="list-style-type: none"> - Release E-newsletter quarterly and ensure circulation to various partners agencies and stakeholders 	Year-round	PAU ORD ESSD-DRR	Crisis Communication Plan Incident Report Template Crisis Management Team	Arising of other serious issues from the incident	Release immediately DepEd Statement/press release	100% of issues and concerns were immediately addressed

ADMINISTRATIVE SERVICES

KRA	Implementing Measures	Timeline	Responsible Division/Unit	Pre-requisites	Risks and Challenges	Responses to Risks and Challenges	Success Indicator
Human Resource Management	<p>To perform Personnel Action such as Recruitment, Selection and Appointment, Promotion, retirement, transfer, Equivalent Records Form (ERF) upgrading and reclassification, conversion of position within the prescribed period.</p> <ul style="list-style-type: none"> - Conduct online assessment of applicants 	As required	Admin-Personnel Section Personnel Selection Board	Guidelines of Online Assessment of Applicants	<ul style="list-style-type: none"> Demeanor of the applicants cannot be determined. Reliability of results of the online test 	Issue Memorandum on the Guidelines of Online Assessment	100% of the applicants were assessed online
	<ul style="list-style-type: none"> - Receive documents from SDOs through the Division Liaison Officers or through online submission of documents 	As required	Admin-Personnel	<p>Presence of focal person/s; Both clients and personnel observe strict health measures,</p> <p>Disseminate online submission of documents to all concerned</p>	<ul style="list-style-type: none"> Liaison personnel could be a carrier of the virus 	Issue Memorandum and guidelines for submission/ releasing of documents through email and other mode of online submission	100% of received documents were acted upon
	<p>To ensure that salaries and benefits are paid timely and accurately</p> <ul style="list-style-type: none"> - Prepare payroll and pay slips of employees earlier than scheduled (based from CO issuance) 	Monthly	Admin Division Payroll Services Unit Cash Section	<ul style="list-style-type: none"> • Presence of encoders and Finance Division Staff/ personnel; • Availability of Printing Materials • Directive from CO for early release of salary 	<ul style="list-style-type: none"> • Inadequate/ Unavailability of printing materials • Non-availability of encoders and FD staff/ personnel • Systems/ program error/ defect 	<ul style="list-style-type: none"> • Do emergency purchase of printing materials; • Plot the schedule of encoders; • Request TA from other Region 	100% of the employees' salaries and benefits were paid on time

REGION VIII EMERGENCY ROADMAP

KRA	Implementing Measures	Timeline	Responsible Division/Unit	Pre-requisites	Risks and Challenges	Responses to Risks and Challenges	Success Indicator
Cash Management	To ensure efficient cash collection and receipt of funds within the time frame <ul style="list-style-type: none"> - Receive payments from SDO through Liaison Personnel/ concerned client - Receive remittance of SDO payments of PLIs loan through the Division Liaison Personnel 	As required	Cash Section	Liaison personnel/ client should: <ul style="list-style-type: none"> • wear mask, • present Certification that he/she is not a PUI/PUM issued by Local Health Officer, • undergo temperature checking by the RO Guard; and • do handwashing/ sanitizing 	Liaison personnel / client could be a carrier of the virus	Strictly implement precautionary measures such as requiring Liaison Personnel/ client to present Certification from Municipal/City Medical officer that he/ she is not infected or suspected carrier of the virus	100% of required payments and remittances were collected within time frame
	To ensure judicious utilization/disbursement of fund. <ul style="list-style-type: none"> - Receive SDO payments through the Division Liaison Personnel or through check - Deposit Cash collection to the RO depository bank 	Daily	Cash Section	Personnel/ Messenger should: <ul style="list-style-type: none"> • wear mask • go directly and only to the depository bank • frequently handwash/ sanitize • always practice social distancing • use office vehicle 	Personnel / Messenger could get infected in the bank where he/she transacts business	Provision of PPE to the personnel / messenger	100% of cash collection were deposited
	To ensure timely release of RO & SDO salaries and benefits <ul style="list-style-type: none"> - Submit pay file of employees' salary to the Development Bank of the Philippines (DBP) - Release Payslips and Payrolls of SDO employees through the Division Liaison Personnel 	Monthly	Cash Section	<ul style="list-style-type: none"> • Pay file and other supporting documents • Personnel/ messenger to take all precautionary measures in going to the bank • Release of Notice of Cash Allocation 	Cash Section personnel / messenger could be infected while transacting at the bank	Provision of Personal Protective Equipment to the personnel / Liaison Personnel	100% of RO employees received their salary
		Monthly	Cash Section	Liaison personnel should: <ul style="list-style-type: none"> • wear mask, 	Liaison personnel could be a carrier of the virus	Issue memo. for the release of payroll and payfiles to SDO through email	100% of SDO personnel payroll and payfile were released

KRA	Implementing Measures	Timeline	Responsible Division/Unit	Pre-requisites	Risks and Challenges	Responses to Risks and Challenges	Success Indicator
				<ul style="list-style-type: none"> • present Certification that he/she is not a PUI/PUM issued by Local Health Officer, • undergo temperature checking by the RO Guard; and do handwashing/ sanitizing 			
Asset Management	<p>To conduct regular inventory of Property, Plant, Equipment (PPE), and other asset inventories annually and semi-annually respectively</p> <ul style="list-style-type: none"> - Conduct of annual and semi-annual inventory of equipment and properties following IATF protocol 	Annual and semi-annual	Asset Mgt. Section	Memorandum stipulating schedule of the conduct of inventory and the protocol to be undertaken	Absence of accountable employees due to unforeseen/ unavoidable reasons	Issuance of Memorandum	100 % of the Report on the Physical Count of Property, Plant and Equipment (RPCPE) and Report on the Physical Count of Inventories (RPCI) were approved and validated.
	<p>To prepare and issue accountable forms such as Invoice Receipt for Property (IRP). Acknowledgement Receipt of Equipment (ARE), Inventory Custodian Slip (for RO procured) sent to on-line flatform</p> <ul style="list-style-type: none"> - Interface with Division Supply Officers/School Property Custodians for the submission of proofs/evidences such as pictures of equipment, supplies etc. to validate deliveries through on-line flatform 	As required	Asset Management Section	<p>Duly accomplished documents of deliveries; reliable on-line flatform</p> <p>Memo on the Guidelines on serving</p>	<p>Submission of incomplete/ lacking documents by the Suppliers</p> <p>Personnel could get infected in</p>	<p>Pre-checking of documents by the Receiving clerk to ensure its completeness and validity</p> <p>Submission of complete documents to RO through email</p> <p>Utilize on-line flatform</p>	<p>100% of requests for inspection/ validation acted and completed</p> <p>100% of POs served</p>

KRA	Implementing Measures	Timeline	Responsible Division/Unit	Pre-requisites	Risks and Challenges	Responses to Risks and Challenges	Success Indicator
	<ul style="list-style-type: none"> - Serve/Issue Purchase Order to the winning bidder/supplier using on-line platform - Receive deliveries of supplies/materials/ equipment 	<p>Twice a week or as needed</p> <p>As required</p>	<p>Asset Management Section</p> <p>Bids and Awards Committee</p> <p>Asset Management Section</p>	<p>Pos using on-line modality</p> <p>Strict observance of IATF-DOH safety measures on the part of the liaison officer</p>	<p>places where he/she transacts business</p> <p>Delivery personnel could be a carrier of the virus</p>	<p>Delivered supplies/ materials/ equipment should be disinfected prior to inspection, issuance/ storage</p>	<p>100% delivery of purchased supplies/ materials / equipment</p>
<p>Records Management</p>	<p>To perform efficiently and effectively the records management cycles such as classification, filing, maintenance, and disposal of documents within the year</p> <ul style="list-style-type: none"> - Receive/release documents to the SDO through the Division Liaison Personnel or through on-line modality - Receive/release documents to the SDO through on-line modality - Authenticate/Certify documents through on-line platform 	<p>Daily</p> <p>As required</p>	<p>Administrative Division Records Section</p> <p>Records Section ORD, OARD</p>	<p>Strict observance of IATF/DOH safety measures on the part of the liaison officer</p> <p>Issuance of Regional Memorandum on Online Records Management</p>	<p>Liaison could get infected in public utility vehicle.</p> <p>Unavailability of the signing officer</p>	<p>Issue Memorandum on guidelines for submission/ releasing of documents through email and other mode of online submission</p> <p>Issue Memorandum on guidelines for submission/ releasing of documents through email and other mode of online submission</p> <p>Designate alternate officers</p> <p>Issue Memorandum on guidelines for authentication of documents through email and other mode of online submission</p>	<p>100% of the documents received were released on time</p> <p>100% of the documents received were released on time</p> <p>100% of the documents were authenticated or certified</p>

REGION VIII EMERGENCY ROADMAP

KRA	Implementing Measures	Timeline	Responsible Division/Unit	Pre-requisites	Risks and Challenges	Responses to Risks and Challenges	Success Indicator
	<p>To promptly process the authentication and certification of Schools records in accordance with DepEd and DFA guidelines</p> <ul style="list-style-type: none"> - Receive and issue Certification, Authentication and Verification (CAV) through the Division Liaison personnel through on- line modality 	As required	Records Section	Issue Memo and guidelines for CAV through email/ online submission	Unreliability of Internet connectivity	Provide substitute modes such as cellphone data and other similar modes	100% of the CAVs received were processed released
Security, Facilities, and Maintenance Management	<p>To Prepare, implement and monitor Regional Office Safety and Security Plan to ensure safety of stakeholders, customers and employees by strictly following IATF/DOH health protocol</p> <ul style="list-style-type: none"> - Ensure safety of employees: <ol style="list-style-type: none"> a. Monitor clients' point of origin, and compliance with required certifications b. Check temperature of clients and employees before they can enter RO premises c. Ensure compliance of clients and employees to health precautionary measures (wearing of masks, hand sanitizing/ washing etc.) d. Limit transaction to specified number of clients to through priority number e. Schedule clients' transactions 	Daily	General Services Unit	<ul style="list-style-type: none"> • Contract of Service • Hygiene supplies (mask, soap/ sanitizer, alcohol, thermal scanner etc.) 	<ul style="list-style-type: none"> • Security Guards could be infected/ carrier of virus • Non-availability of masks, sanitizer/ soap, alcohol, thermal scanner etc. 	<ul style="list-style-type: none"> • Close coordination with agency for the monitoring of the guards' health standards • Request for replacement in case guard/s is/are sick or show signs of sickness • Issue Memorandum on the use of priority numbers or scheduling of transaction 	100% of RO employees, stakeholders, customers and client's safety were secured
	<p>To provide technical assistance to SDOs</p> <ul style="list-style-type: none"> - <i>Conduct Teleconferencing with Division Administrative Services to discuss issues and concerns and provide updates</i> 	At least once a month	RFACT	Regional Memorandum, internet connection	Intermittent internet connection	Group chats, telephone calls, text messaging	100% of issues and concerns discussed and solutions formulated

FINANCE SERVICES

KRA	Implementing Measures	Timeline	Responsible Persons	Pre-requisites	Risks and Challenges	Responses to Risks and Challenges	Success Indicator
Financial Management	<p>To ensure Regional Offices and Schools Division Offices are able to comply with financial management policies and procedures.</p> <ul style="list-style-type: none"> - Conduct online seminars and workshops on financial management - Craft contextualized regional policies and guidelines to standardize implementation of financial procedures and to address financial issues and concerns 	As the need arises	Finance Division	Regional Memorandum on the Activity	Non-attendance of some expected participants due to low internet connectivity	Prepare canned video that can be viewed offline, share minutes of meeting	100% of the SDOs attended the scheduled video-teleconferencing
Budget Preparation	<p>To prepare and submit Budget Proposal in coordination with other functional division and Schools Division Offices as to prioritization of programs and projects and the Regional Development Council (RDC) and Department of Budget and Management (DBM)</p> <ul style="list-style-type: none"> - Conduct online monitoring of the progress of preparation of Budget Proposal Forms at the SDO through FB group Chat and other online platforms 	April to May 2020	All RO Divisions	Completed BP Forms Internet connection	Late submission of BP Forms on-line	Strictly comply with budgeting rules and regulations	100% of the SDOs submitted Final Budget Proposals prepared in accordance with Budget Call through the Online Submission of Budget Proposals (OSBP)
Mobilization and Utilization of Financial Resources	<p>To prepare Budget Execution Documents (BEDs) of the Regional Office and to review and consolidate BEDs submitted by Schools Division Offices</p> <ul style="list-style-type: none"> - Conduct online monitoring and review of the submission of Schools Division Offices through the Unified Reporting System (URS) 	November 2020	RO Budget Section and Accounting Section	Completed BEDs Internet connectivity	Late submission of BEDs on-line	Compliance with Implementing Guidelines or latest Issuance relative thereto	100% of Schools Division Offices submitted BEDs on or before the prescribed period.

REGION VIII EMERGENCY ROADMAP

KRA	Implementing Measures	Timeline	Responsible Persons	Pre-requisites	Risks and Challenges	Responses to Risks and Challenges	Success Indicator
	<p>To facilitate the claims, payments of salaries and benefits (pre-audit function), reimbursements (Personnel Services (PS), Maintenance and Other Operating Expenses (MOOE), and Capital Outlay (CO) expenditures)</p> <ul style="list-style-type: none"> - Early release of Summary of Fund Transfer for Remittances of Deductions in the Regular Payrolls to division offices using e-mail - Implement Refund of Remittances for to GSIS, PAGIBIG, Provident Fund and PLIS consistent with authority granted 	March to December 2020	RO Payroll Unit and Accounting Section	Guidelines authorizing the early release of Salaries/ benefits and Refund of Deductions	Unadjusted Billings/Absences (April to June)	Compliance with standards set on release of official documents	100% of the salaries and refunds were released on or before the schedule
	<ul style="list-style-type: none"> - Release of Sub-AROS to Schools Division Offices and Implementing Units through uploaded and shared folders in Google Drive 	March to December 2020	RO Budget Section	SDO authorized personnel equipped with the necessary health protocol/safety measure/s required	Late retrieval of original documents from the RO	Compliance with latest issuances, implementing guidelines on the Use of School MOOE	100% of Sub-AROS downloaded to SDOs were uploaded to the shared google drive.
	<ul style="list-style-type: none"> - Monitor the SDOs on the release of School MOOE to Non-IU Schools for payment of utilities and security services and utilize the balance of funds for printing of IMs and LMs 	March to December 2020	RO Accounting Section SDOs	SDOs Monthly Report of School MOOE Downloading	100% Utilization of School MOOE	Compliance with existing fund utilization and financial reporting guidelines	100% of Monthly Consolidated Report of SDOs were submitted as scheduled through email/FB Finance Group
Budget Accountability Reporting	<p>To maintain books of accounts and Registries of Allotment and Disbursements (RAOD)</p> <ul style="list-style-type: none"> - Submission of 2020 Mid-Year Division Consolidated Financial Reports - Forego with the conduct of the Regional 2020 Mid-Year Workshop, but set deadline for submission online of the Division Consolidated Financial Reports 	March to December 2020	RO Finance personnel SDOs	Regional Memorandum on the Activity	Late submission of Budgetary and Accountability Reports	Compliance with existing financial reporting guidelines	100% of SDOs Consolidated Financial Reports were submitted as scheduled through email to the designated in-charge of specific reports

REGION VIII EMERGENCY ROADMAP

KRA	Implementing Measures	Timeline	Responsible Persons	Pre-requisites	Risks and Challenges	Responses to Risks and Challenges	Success Indicator
	<p>To submit the required budget and financial accountability reports</p> <ul style="list-style-type: none"> - Submission of Monthly and Quarterly Financial Accountability reports (FARS) and Flash Report through the Unified Reporting System (URS) - Comply with standard reporting guidelines 	<p>March to December 2020</p>	<p>RO Accounting Section SDOs</p>	<p>Updated records and reports of the Budget and Accounting Section</p>	<p>Late submission of reports from Cash Section</p>	<p>Compliance with existing financial reporting guidelines</p>	<p>100% of FARS were submitted through the Unified Reporting System (URS) as scheduled</p>
	<p>To monitor and evaluate financial performance of Schools Division Offices</p> <ul style="list-style-type: none"> - Submission of Monthly Financial reports to COA - Comply with standard reporting guidelines 	<p>March to December 2020</p>	<p>RO Accounting Section SDOs</p>	<p>Timely submission of reports from Cash Section</p>	<p>Late submission of reports from Cash Section</p>	<p>Compliance with existing financial reporting guidelines</p>	<p>100% Submission of monthly financial reports to COA within the timelines set</p>

ANNEXES

ANNEX A

WEBINARS AND TELECONFERENCING GENERAL GUIDELINES

The Department of Education Region VIII is committed in ensuring the continuity of the education delivery amidst the health crises that the country is experiencing. With the advent of modern technology, the possibility of affording other platforms using the internet and electronic media employing online or offline modalities become a reachable reality.

With the increased demand for webinars and/or teleconferencing, this Office issues the following procedures in conducting or attending webinars and teleconferences which will serve as a guide in conducting the same.

The Schools Division Office (SDO), particularly its Information & Communication Technology (ICT) Services may devise a scheme to enhance the procedures.

- A. *For Webinars and/or Teleconferences hosted by the Regional Office (RO) and SDOs*
 - i. The recommended platforms in conducting or hosting webinars and teleconferences are Microsoft Teams, Google Meet, or Workplace from Facebook.
 - ii. The concerned division, section, or unit shall take charge of creating the virtual meeting.
 - iii. Staff/s from the concerned division, section, or unit shall be assigned as moderator, online presence checker, chat facility monitor, and/or technical support provider.
 - iv. Video and audio recording of the webinar or teleconference shall be allowed only for purposes of reviewing the proceedings.
 - v. The host division, section, or unit are authorized to deactivate participants who are not observing the proper decorum and netiquette.
- B. *For Webinars and/or Teleconferences to be Attended by RO/SDO Personnel*
 - i. The concerned RO personnel shall use their own device or a device within their division, section, or unit.
 - ii. The ICT Unit may be coordinated with to assess the compatibility of the device to the platform that will be used for the webinar or teleconference.

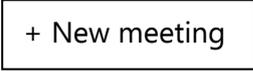
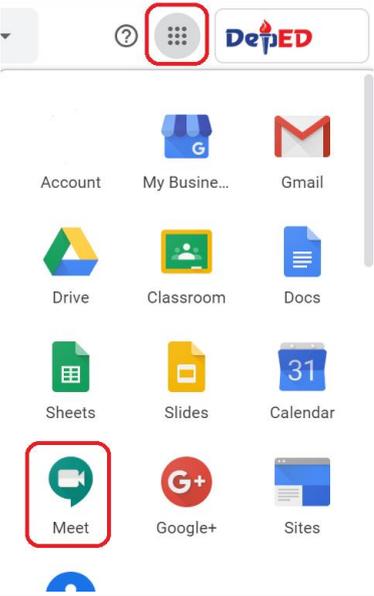
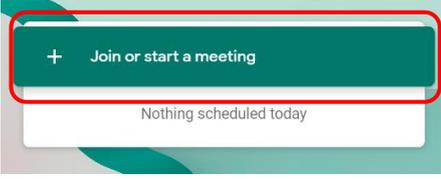
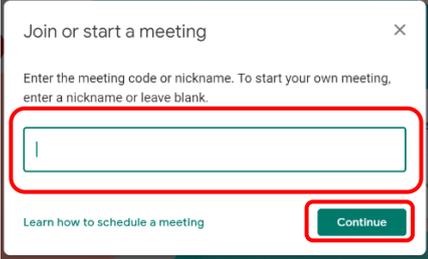
The Hosts or participants of webinars or teleconferencing shall ensure that proper decorum and the following netiquettes are observed (as applicable):

- a. **C**-hoose a quiet location with good lighting;
- b. **O**-bserve appropriate dress code;
- c. **V**-ideo and audio of your gadgets must work properly. Test your microphone and camera. Battery must be full;
- d. **I**-nformation and queries must be related to the topic/s; and
- e. **D**-istractions must be avoided. Turn off camera and microphone once the meeting starts except if being requested to speak.

The ICT Unit's roles and responsibilities are as follows:

- a) Provide technical assistance to issues relative to DepEd email, Office 365, and Workplace accounts;
- b) Assess the compatibility of the device to the webinar or teleconferencing platform;
- c) Make recommendation/s as to where the participant or attendee should position in order to gain a good Internet connection; and
- d) Block access to video and/or media streaming sites if the Internet connection is being affected while the webinar or teleconference is on-going.

PROCEDURES IN HOSTING A WEBINAR/TELECONFERENCE VIA GOOGLE MEET

Using Laptop/Computer	Using Smartphone
1. Download and install Google Chrome	1. Download and install Google Meet
2. Once installed, open Google Chrome	2. Once installed, open Google Meet
3. Go to gmail.com	3. Sign in your DepEd email
4. Input your DepEd email and password	4. Click 
<p>5. Click the Google Apps launcher and click Meet</p> 	5. You may click the Share joining info or you may share it later
<p>6. Click Join or start a meeting</p> 	
<p>7. Type a meeting title and click Continue</p>  <p>(Please read Note No. 1 relative to naming a meeting.)</p>	
8. Click Join now	

<div style="text-align: center;"> <p>sample_meeting</p> <p>No one else is here</p> <div style="display: flex; justify-content: center; gap: 20px;"> <div style="border: 2px solid red; border-radius: 15px; padding: 5px 15px; background-color: #008080; color: white; display: inline-block;">Join now</div> <div style="border: 1px solid #ccc; border-radius: 15px; padding: 5px 15px; display: inline-block;"> ↑ Present </div> </div> <p>Other options</p> <p>📞 Join and use a phone for audio</p> </div>	
<p>9. You may add people to the meeting, or you may simply copy the link and send it to the participants</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: 80%;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Add others × </div> <div style="text-align: center; padding: 5px 0;"> <p>sample_meeting</p> <p><small>Meeting nickname (Can only be used within Department of Education)</small></p> </div> <div style="padding: 5px 0;"> <p><small>Share this info with people you want in the meeting</small></p> <p><small>https://meet.google.com/wih-cvqw-zjh</small></p> <p><small>Dial-in: (US) +1 504-507-9552 PIN: 286 361 489#</small></p> </div> <div style="border: 2px solid red; border-radius: 10px; padding: 5px; margin: 5px 0; display: inline-block;"> 📄 Copy joining info </div> <div style="border: 2px solid red; border-radius: 10px; padding: 5px; margin: 5px 0; display: inline-block;"> ➕ Add people </div> </div> <p>(Please read Note No. 2 relative to links.)</p>	
<p>10. The Google Meeting should be started at this point.</p>	

Note 1: Capital letters in meeting title will be converted to small letters and spaces will be omitted.
Note 2: Non-participants might be able to join the webinar/teleconference if they get the link or the joining info.

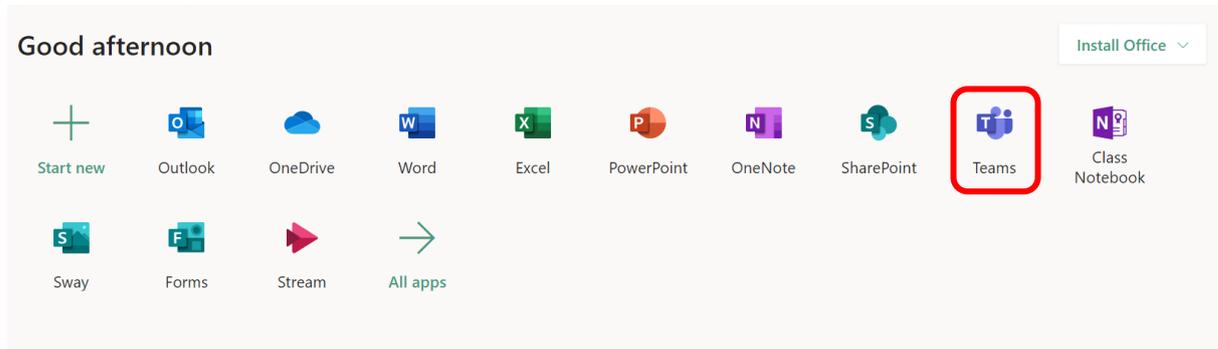
Additional Features of Google Meet

Menu	Functions
People	<ul style="list-style-type: none"> View the list of participants who are online Mute a participant's microphone Remove a participant
Chat	Send/receive messages
Present now	Present a Slide Show, audio-video material, etc.
Record meeting	Record the audio and video footage
Change layout	Auto - Allows Meet to choose the layout for you. Tiled - Shows up to 16 people when there is no presentation. Spotlight - The presentation, active speaker, or pinned feed fills the window. Sidebar - You see the active speaker or presentation with additional participants on the side.

PROCEDURES IN HOSTING A WEBINAR/TELECONFERENCE VIA MICROSOFT TEAMS

Using Laptop/Computer

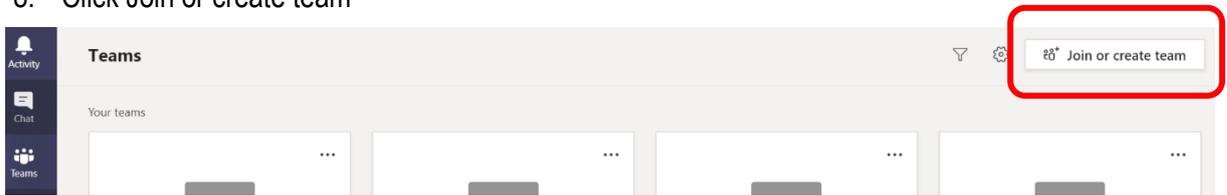
1. Open a web browser and go to office.com
2. Sign in your Office 365 (O365) account
3. Click Teams



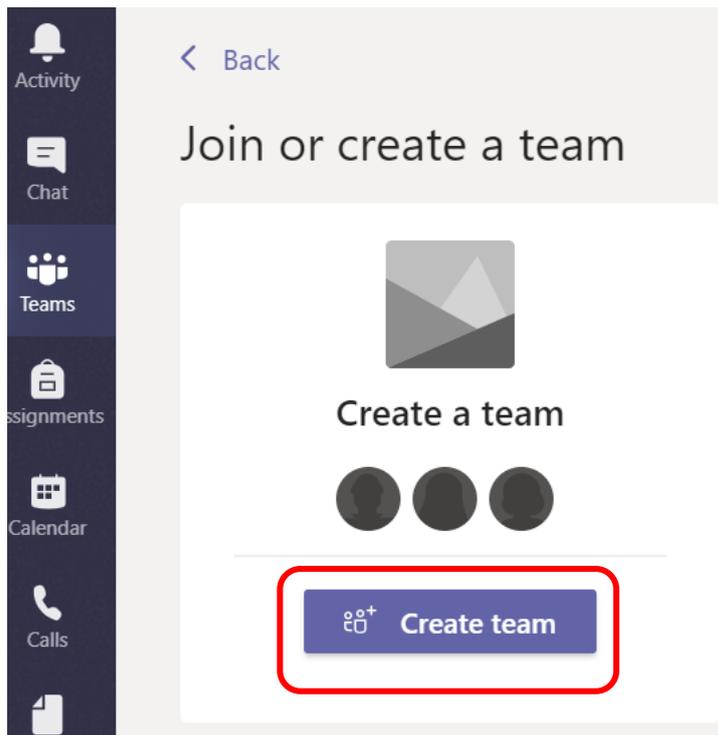
4. Click Download desktop app button located on the bottom left of the screen



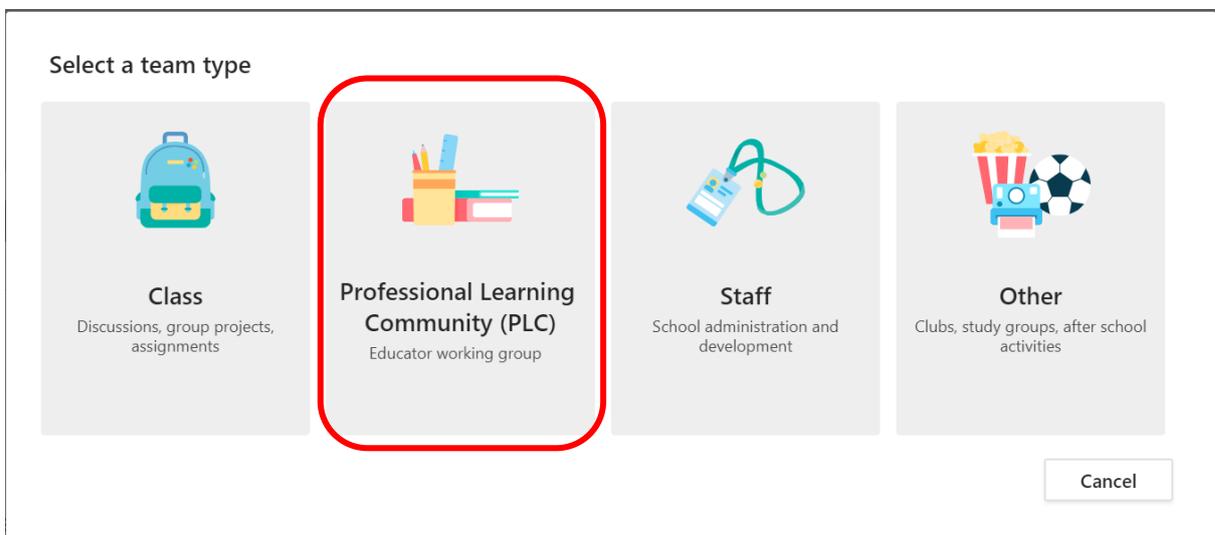
5. Install Microsoft Teams
6. Once installed, open Microsoft Teams
7. Sign in your O365 account
8. Click Join or create team



9. Click Create team



10. Click Professional Learning Community (PLC)
11. Encode a team Name then click Next



Create your team

Educators work together on shared goals or professional development. Each PLC team allows you to organize materials, collaborate, and access a OneNote notebook populated with templates for common PLC tasks.

Name

Description (optional)

Privacy

[Create a team using an existing team as a template](#)

12. Encode the O365 accounts of the participants then click Add

Add people to "Sample Team for Webinar"

Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organization as guests by typing their email addresses.

13. Click Close

Add people to "Sample Team for Webinar"

Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organization as guests by typing their email addresses.

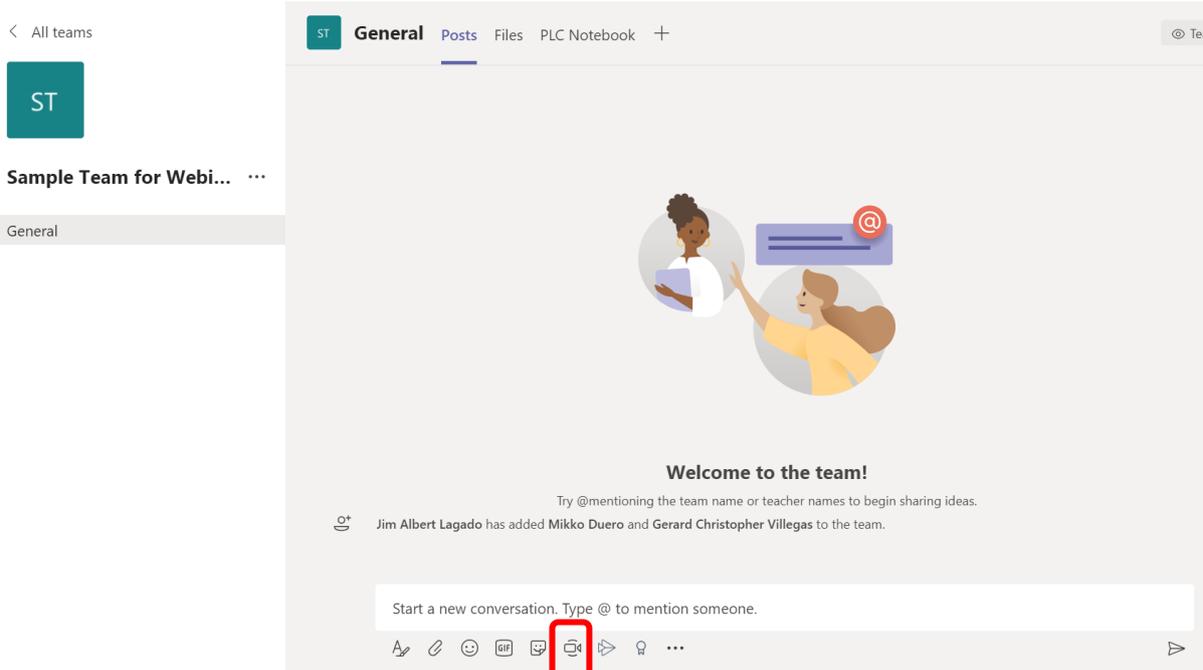
Start typing a name or group Add


Mikko Duero
(MIKKO.DUERO) Computer Programmer II
Member ▾
✕

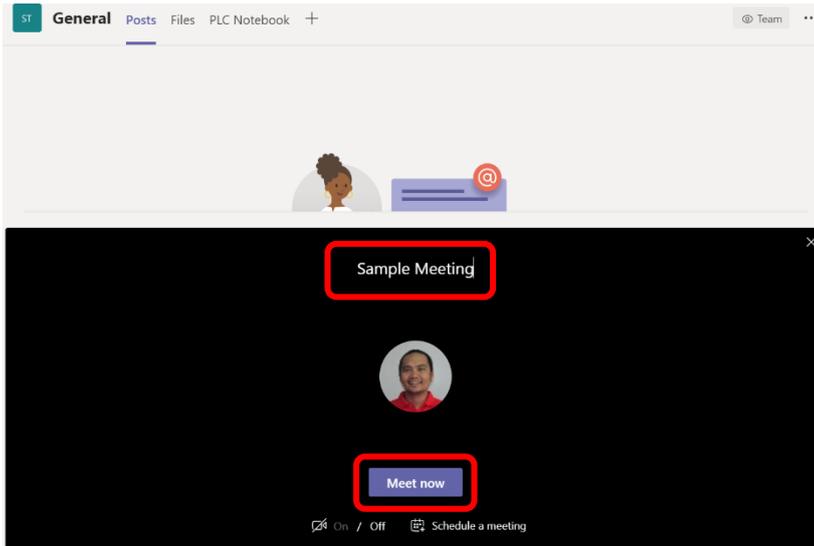

Gerard Christopher Villegas
(GERARDCHRISTOPHER.VILLEGAS) Computer Maintenance Technologist I
Member ▾
✕

Close

14. Click Meet now



15. Encode a meeting title and click Meet now



16. The Team’s meeting should be started at this point.

Additional Features of Microsoft Teams

Menu	Functions
Show participants	<ul style="list-style-type: none"> • View the list of participants who are online • Mute a participant’s microphone • Remove a participant
Show conversation	Send/receive messages
Share	Present a Slide Show, audio-video material, etc.
Start recording	Record the audio and video footage
Mute all	Mute all audio of the participants
Show background effects	Select available background effect to replace your actual background

ANNEX B

INSTRUCTIONS FOR THE APPLICANTS AND GUIDELINES ON THE CONDUCT OF THE ONLINE SCREENING PROCESS OF DEPED REGIONAL OFFICE VIII HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (RO8-HRMPSB)

The Human Resource Merit Promotion and Selection Board (HRMPSB) shall adapt the Online Screening Process to the Applicants of Vacant Positions in DepEd Regional Office VIII via Google Meet Application. This scheme is being employed as a proactive measure to facilitate a smooth Personnel Selection Board proceeding during the time of emergency situations. All the procedures, processes, and schemes contained in the Operations Manual of the Personnel Section on the Hiring Process, other than the following processes are still operational and must be strictly followed.

Before (Pre-screening)

The applicant must:

1. Prepare the following:
 - a. Desktop or laptop with camera, microphone, and speaker or a smartphone with Google Meet application, and strong internet connection;
(*Google Meet may be downloaded in the App Store or Google Play*)
 - b. Active Gmail account or messenger account;
 - c. At least 3 pieces clean paper; and
 - d. 1 blue or black pen.

2. Provide Gmail address and the complete name associated with the account /Facebook messenger account or contact number to the HRMPSB Secretariat via email address: personnel.region8@deped.gov.ph.

3. Ensure that proper decorum and the following netiquettes shall be observed during the Online Screening Process:
 - a. **C**-hoose a quiet location with good lighting;
 - b. **O**-bserve appropriate dress code;
 - c. **V**-ideo and audio of your gadgets must work properly. Test your microphone and camera. Battery must be full;
 - d. **I**-nformation and queries must be related to the Recruitment, Selection and Placement process; and
 - e. **D**-istractions must be avoided. Turn off camera and microphone once the meeting starts except if being requested to speak.

During (Screening Proper)

1. The HRMPSB Secretariat/Host during the Online Screening shall send the meeting link to all the applicants and HRMPSB Members through the email address or messenger accounts provided. Applicants are not allowed to share the link to anyone.
2. The participants shall click the link provided in order to be admitted by the Host.
3. Once all participants are admitted, the HRMPSB shall request the applicants to put on video their surrounding and to share their screens to ensure that there are no materials that might be used without the authority of the HRMPSB. The screening process shall start with the following parts:

- a. Preliminaries
 - i. Prayer
 - ii. Greetings by the HRMPSB Chairperson
 - iii. Introduction of the HRMPSB Members and Secretariat
 - iv. Declaration of Quorum
 - v. Acknowledgment of Applicants
- b. Discussion of the HRMPSB Internal Guidelines
- c. Conduct of Written Examination:
 - i. The questions/instructions for the Written Examination shall be flashed on the screen for everybody to read.
 - ii. Using the paper and pen prepared by the applicants, they shall answer the question provided in the screen upon the go signal of the Chairperson.
 - iii. The written examination shall last for 45 minutes. Throughout this duration, applicants must ensure that the Internet will not be disconnected otherwise points may be deducted.
 - iv. Applicants shall start and end the examination at the same time.
 - v. Once done answering, the applicants shall immediately send their papers through email or messenger.
- d. Assessment of Documents and Confirmation of Points
 - i. The HRMPSB Secretariat shall send the pre-evaluation sheet following the criteria in DepEd Order No. 66, s. 2007 to the applicants based on the documents submitted.
 - ii. The applicants shall be given time to review/assess the points assigned to their documents in each of the criteria.
 - iii. Those who have questions/clarifications shall raise their hand or message in the Chat box to be recognized by the HRMPSB Chair.
- e. Oral Examination (Interview)
 - i. The Chairperson shall give the Behavioral Event Interview (BEI) Question which is applicable to all the applicants.
 - ii. The applicants shall answer the question by citing/using the Situation, Task, Action, Result (STAR) approach.
 - iii. Other HRMPSB members may raise follow up questions.

After (Post-Screening)

- a. The applicants will be requested to provide honest feedback on the Screening Process conducted by the HRMPSB.
- b. The template shall be flashed on the screen for them to answer.
- c. Once finished, the applicant shall send the accomplished template via email or messenger.
- d. The online screening process shall end with the information on the results of evaluation.
- e. Adjournment.

For queries/clarifications, please contact 053-832-4631 or email at personnel.region8@deped.gov.ph.

ANNEX C

INSTRUCTIONS FOR THE ONLINE SUBMISSION OF REPORTS AND OTHER DOCUMENTS FROM THE SCHOOLS DIVISION OFFICES FOR ACTIONS OF THE REGIONAL OFFICE VIII

Rationale

The Department of Education Regional Office VIII aims to be branded as a leading institute of world-class services and a paragon of customers delight in order to produce self-propelled learners, the main beneficiaries of all its endeavors and interventions.

During the time of crises and other calamitous situations, DepEd Region VIII rises to the challenges of making education work in this part of the country through the installation of a process which aims to fast tract the transactions between the Division Offices and Regional Office, thereby creating an atmosphere conducive to the efficient and effective provision of quality services to the customers, the Division Offices, its administrators, teachers, and other external and internal stakeholders. The Records Section of the Administrative Division, as the central unit that directly tackles the receipt and release of the documents, is tasked to facilitate the implementation of this scheme, with the support of the other functional Divisions and the ICT Unit.

Coverage

These guidelines cover all documents needing the approval of the Regional Office.

Documents that are not Covered by these instructions are the following:

- a. Financial matters;
- b. Payroll Concerns as stipulated in RM 245. S. 2020;
- c. Advisory to private Lending Institutions as dated April 29, 2020; and
- d. Confidential matters and communication as determined by the Schools Division Superintendents.

Procedure

1. The Division Office, thru its Record Section or any section identified by the SDS, shall submit the documents for request of action or approval to records.region8@deped.gov.ph.
2. The Unit shall download the documents or transmit it electronically to the Regional Director for routing to the concerned Functional Division. Time Duration: 2 hours after receipt of the documents.
3. After the action/s have been made by Functional Division, the documents shall be forwarded to the ORD for approval/disapproval.
4. Once approved/disapproved, the documents shall be endorsed online by the Regional Records Section to the e-mail of the Division Office Record section where the documents emanate.

ANNEX D

INSTRUCTIONS FOR THE PROSPECTIVE BIDDERS AND TELECONFERENCING PROCEDURES OF DEPED REGIONAL OFFICE VIII BIDS AND AWARDS COMMITTEE (RO VIII-BAC)

Rationale

Considered as the first International Organization for Standardization (ISO)-accredited DepEd Regional Office in the Visayas and Mindanao, Regional Office VIII strives to install efficient, effective, and technology-based processes in an environment of continuous improvement as one of the major objectives enshrined in its Quality Policy. The delivery of excellent services for the satisfaction of its customers and stakeholders especially during the time of calamities, crises, and pandemics is one of its goals as a client-oriented educational institution.

The legal bases of these procedures are anchored on the Government Procurement Policy Board (GPPB) Resolution No. 24-18 dated December 4, 2018 which approves the use of Videoconferencing, Webcasting, and similar technology in the conduct of meetings and determination of quorum by the Bids and Awards Committee (BAC) and GPPB Resolution No. 09-2020 dated May 2020, relative to the efficient conduct of procurement activities during nationally or locally declared state of calamity, implementation of community quarantine or similar restrictions.

The Region shall maximize the use of videoconferencing, webcasting and similar technology in the conduct of BAC meeting and the use of digital signatures in procurement-related documents to streamline, expedite and simplify the process of procurement.

With these premises, this Region shall embark on Teleconferencing with the following schemes:

1. The Bids and Awards Committee shall adapt the strategy using Google Meet Application in its online meetings and proceedings;
2. The suppliers/service providers/contractors and observers who intend to participate in BAC meetings are required to email their Gmail address, Contact Number and the Complete Name to bac.region8@deped.gov.ph the soonest possible time or a day before the meeting. In case a representative will join the meeting, an authority to represent shall be sent to the above-mentioned email address. Considering the health threat that may affect the efficiency of the BAC proceedings, physical appearance of contractors/suppliers is not allowed;
3. The suppliers/service providers/contractors shall install the necessary application on their devices to be able to participate in the teleconferencing;
4. The ICT unit is tasked to install the necessary gadgets and equipment for the successful conduct of the activity;
5. Proper decorum and netiquette shall be observed at all times.
 - **C**-hoose a quite location with good lightning;

- **O**-bserve appropriate dress code;
 - **V**-ideo and audio of your gadgets must work properly. Test and check your camera and microphone prior to the meeting;
 - **I**-nformation and queries must be related to the topics being discussed; and
 - **D**-istractions must be avoided. The participants, BAC members and service providers/suppliers/contractors are expected to turn off their microphone and camera once the e-meeting has been started, except if being acknowledged to speak;
6. The suppliers/service providers/contractors can call the attention of the BAC secretariat through the chat facility of the application if they want to share something which must be related to the topics being discussed. The prospective bidders can only talk when they are recognized by the BAC Chair;
 7. During the Opening of Bids, the service providers/contractors/suppliers shall follow the usual procedure in the submission of Bids.
 - Fill-out downloadable Bidders information sheet which can be secured in bit.ly/DepEd8-BiddersInformationSheet and submit it to the same address after the payment of Bid Document fee at the Cashier Section;
 - Give the photocopy of the receipt to the BAC secretariat and receive the hard copy of the bid documents from the secretariat; and
 - Submit sealed bid documents to the BAC Secretariat on or before the opening date and time;
 8. The observers shall be invited to participate in the teleconferencing. Their participation shall be taken care of by the BAC Secretariat;
 9. The BAC Secretariat is authorized to deactivate the account of the participants from the teleconferencing who are not officially registered or have not observed the proper decorum and followed the netiquette rules;
 10. The sequence of the meeting shall be as follows:
 - Prayer
 - Call to Order
 - Acknowledgment of the BAC Members to determine the quorum
 - Declaration of the quorum
 - Instruction on the manner of the teleconferencing
 - Acknowledgment of the Observers and suppliers
 - Acknowledgment of the Secretariat and the Technical Working Group (TWG).

For Pre-Bid Conference

 - Presentation of the ITB
 - Discussion of the Technical Specification as prepared by the end-user, checklist of documents and schedule of the opening of bids

Reminder: Request for clarification on any part of the bidding documents must be made immediately during the conduct of the teleconferencing or through electronic mail at least 10 calendar days before the deadline set for the submission of bids.

Submission and Receipt of Bids

- Bidding documents can be submitted electronically or manually or through mail courier or registered mail, the indicated date of receipt of the postal service or courier service shall be considered as date of submission to the BAC concerned, without any prejudice to any verification during the post qualification.
- Prospective bidders, who submit their bids electronically, shall NOT be allowed to submit manually and vice-versa.
- Any bid modification shall likewise be submitted electronically, provided that it is done before the deadline for submission and receipt of electronic bids.
- The actual time of electronic bid submission shall be the time reflected in the mail of the bidder.

Opening of Bids

- Present the Invitation to Bid (ITB).
 - Instruct the BAC secretariat to open the Bid Box.
 - Inform the BAC Members on the Number of Bidders and the bidders names who will participate in the procurement process.
 - Open the Bid Docs envelope.
 - Scrutinize the contents of the Bid Doc envelope.
 - Inform the contents of the BID Docs envelope and read the name of the supplier
 - Open the sealed Bid Docs envelope.
 - Read the contents of the Bid Docs per item as indicated in the checklist.
 - Turn over the marked original copy of the Bid Docs to the BAC members and the marked copy 1 to the TWG.
 - Conduct the BID Documents evaluation based on the evaluation checklist.
 - Declare whether the bidder is complying or not for the Post Qualification after all the documents are checked.
 - Announce the schedule of post qualification.
 - Sign the Evaluation Checklist and Abstract of Bids.
 - Declare the adjournment of the meeting.
11. In consideration of the limited access to financial institutions, regulatory and other offices, as well as restrictions on travel or transport, DepEd RO VIII shall accept the following alternate documentary requirements:
- a) Unnotarized Bid Securing Declaration;
 - b) Expired Business or Mayor's permit with official receipt of renewal of application, subject to submission of Business or Mayor's permit after award of contract or before payment;
 - c) Unnotarized Omnibus Sworn Statement subject to compliance therewith after the award of the contract but before payment.; and

- d) Performance Securing Declaration (PSD) in lieu of Performance Security (PS) to guarantee bidders performance of obligation. An unnotarized PSD may be accepted, subject to submission of a notarized PSD before payment;
12. The Abstract of Bids shall be made available to all bidders through electronic message/mail; and
13. A Motion for Reconsideration or Protest may be filed through electronic mail or private courier to the email address of RO VIII-BAC, provided the forms and substance of the Motion for Reconsideration or Protest are present and followed.

Post Qualification:

- The Lowest Calculated Responsive Bid/Highest Calculated Responsive Bid shall be informed of the results of post-qualification through electronic message/mail.
14. In case of any unforeseen eventuality, the scheduled BAC activity may be postponed. The suppliers/contractors/service providers and BAC Members will be notified by the BAC Secretariat through cellphone message or any form of communication as deemed available about the rescheduled date of the activity;
 15. These schemes are being adapted as proactive measures to facilitate a smooth BAC proceeding during the time of emergency situations and when the necessary tools and infrastructures are available; and
 16. All the procedures, processes and schemes contained in the BAC Operations Manual, other than the above-enumerated processes, are still operational and must be strictly followed.

Approved during the Region VIII Bids and Awards Committee Meeting held on May 11, 2020 at the ARD's Office and the contents of the rules were disseminated during the Pre-Bid meeting utilizing the teleconferencing modality with the Constructors/suppliers/service providers of even date.



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

May 18, 2020

REGIONAL MEMORANDUM

No. **264**, s. 2020

REGION VIII - EASTERN VISAYAS EMERGENCY ROADMAP

To: Director III
Schools Division Superintendents
Regional Office Functional Division Chiefs
All Others Concerned

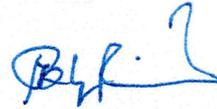
1. Even in the midst of the health issues encountered by the country which has greatly affected the way Department of Education delivers its mandate, the basic right of the learners to quality basic education remains to be the foremost consideration of DepED Region VIII.
2. To mitigate the effect of this pandemic to the over-all educational well-being of the learners as well as to the safety of its personnel, this Office has crafted the roadmap to ensure continuity of the delivery of quality educational services by the Division Offices and schools.
3. The main objective of this plan is to establish appropriate structures and mechanism to support education continuity in times of emergencies, crises and pandemics.
4. The attached Region VIII Roadmap is a KRA-based document which shall serve as a guide of the Division Offices in developing their own proactive measures or interventions based from the uniqueness and peculiarities of the schools they serve and the needs and abilities of the learners they cater.
5. Corollary to this, and for the purpose of the Emergency Roadmap's presentation on May 27 and 28, 2020, the Schools Division Superintendents are reminded that they have to focus on the KRA of the 3 major Offices/Divisions (OSDS, CID and SGOD), the implementation mechanism, the identified risks and challenges, their responses to these



risks and challenges and the Division Enrolment Policy Guidelines/Procedures (See attached template).

6. They are requested to submit the e-copy of the plan at oard.region8@deped.gov.ph on or before 5 pm on May 26, 2020.

7. Immediate dissemination of and compliance with this Memorandum are directed.



RAMIR B. UYTICO EdD, CESO IV

Director IV



Enclosures: Presentation Template

References: None

To be indicated in the Perpetual Index under the following subjects:

OARD-AMB



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

PRESENTATION TEMPLATE

A. Presentation of Division's Emergency Roadmap.

OFFICE/DIVISION	KEY RESULTS AREAS	PAPs Implementing Measures (Programs, Projects and Activities to implement the objectives contained in the compendium)	Risks and Challenges (Issues and concerns that may be encountered in implementing the intervention/implementing measures)	Responses to the Risks and Challenges (The proactive actions to be undertaken to minimize the effect of the perceived risks and challenges)
Office of the Schools Division Superintendent (OSDS)	-Administrative Management - Financial Management -Performance Management -Ancillary services * Legal * ICT			
Curriculum Implementation Division (CID)	-Instructional Management -Assessment of Learning			



	-Learning Resources Management and Development			
Schools Governance and Operations (SGOD)	-Support Services Management - Planning and Research -Community Linkages and Partnership - Human Resource Development -Quality Assurance			

B. Presentation of Division’s Enrolment Policy Guidelines/Procedures.



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DEPARTMENT OF EDUCATION
REGIONAL OFFICE VIII - EASTERN VISAYAS

EMERGENCY ROADMAP

Government Center, Candahug, Palo, Leyte
Telefax: (053) 323-3156 | email: region8@deped.gov.ph