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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
 Tanggapan ng Pangalawang Kalihim

**OUA MEMO 00-1121-0089**  
**MEMORANDUM**  
 10 November 2021

For: **Secretary Leonor Magtolis Briones**  
**Undersecretaries**  
**Assistant Secretaries**  
**Bureau and Service Directors**  
**Regional Directors**  
**Schools Division Superintendents**  
**Principals and School Heads**

Subject: **FIELD INSPECTION REPORT AND RECOMMENDATIONS**  
**FOR THE READINESS OF SCHOOLS FOR PILOT**  
**IMPLEMENTATION OF LIMITED FACE-TO-FACE CLASSES**

On September 20, 2021, President Rodrigo Roa Duterte approved the joint proposal of the Department of Education (DepEd) and the Department of Health (DOH) for the conduct of pilot face-to-face classes in 100 public schools and 20 private schools, or a total of 120 schools, nationwide.

Based on the Joint Memorandum Circular (JMC) No. 1 s. 2021, signed by the Secretaries of DepEd and DOH, schools that will be included in the pilot phase must satisfy the following conditions:

1. Should be located in minimal risk areas,
2. Has secured LGU concurrence,
3. Has passed the School Safety Assessment Tool (SSAT), and
4. Has secured parent's consent.

To determine the readiness for the pilot implementation, four (4) elementary schools and one (1) secondary school in Region I, which are included in the list of eligible schools for the pilot phase, were monitored and validated dated on 09 November 2021 by the DepEd Central Office led by the Office of the Undersecretary for Administration (OUA). The other participating DepEd CO Offices were the International Cooperation Office (ICO), Education Facilities Division (EFD), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), School Health Division (BLSS-SHD), and Youth Formation Division (BLSS-YFD.)

**Office of the Undersecretary for Administration (OUA)**

*[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]*

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The School Safety Assessment Tool (SSAT)\* was used as a monitoring tool for the field visit. The said tool was based on the JMC No. 1 s. 2021.

Below are the results of the field inspection and the recommendations based on the findings. Also attached as **Annex A** are the summary results of the field inspection.

## **RESULTS OF THE FIELD INSPECTION**

Generally, **all schools validated by the DepEd Central Office (DepEd CO) are prepared** for the pilot implementation of limited face-to-face classes on 15 November 2021, **one week before the opening of classes.**

Most of the indicators stipulated in the School Safety Assessment Tool and JMC No. 1 s. 2021 between DepEd and DOH are present in schools and validated by the DepEd CO. Specifically, the following indicators were observed during the field inspection:

### **A. Physical Facilities**

1. Regular disinfection of school facilities is conducted.
2. Proper disposal system is established for used PPEs and other infectious materials.
3. Markers and signages to manage traffic system are present.
4. Open windows and doors are maintained for proper ventilation in the classrooms.
5. Drop off and pick-up points for learners are identified.
6. Isolation facilities/areas are identified and separated.

### **B. Health and Safety**

1. COVID-19 supplies and materials are provided by DepEd MOOE, LGUs, and other partners.
2. Safety and health protocols are established and well-communicated to their respective LGUs.
3. Contingency plan for COVID-19 case resurgence is available.
4. Functional school DRRM team is organized.
5. COVID-19 supplies and materials are sufficient.
6. Sufficient supply of sanitation and disinfection materials are secured.

### **C. Partnership and Linkages**

1. Strong partnership between schools and LGUs are established through a MOA prior the implementation of limited face-to-face classes.
2. Consent was secured from parents/guardians who will participate in the limited face-to-face classes.
3. Local resources and support from stakeholders were mobilized to meet the standards of safety and health protocols.



#### **D. Information and Data Management**

1. Data are organized and available.
2. Indigenous knowledge and practices for information dissemination and data management are available.
3. IEC materials on health and safety protocols are posted in conspicuous areas.

#### **E. Capacity Building**

1. Necessary trainings on contingency planning, Basic Occupational Safety and Health (BOSH), and psychological first aid are provided.
2. Orientation on COVID-19 case management.

#### **F. Curriculum-related**

1. LAC sessions are conducted after the webinar.
2. Distribution of 1:1 tablet for learners as learning resources.

While most of the schools are prepared for the upcoming pilot phase, the following were also observed:

1. The seating arrangement in the classrooms did not follow the standards set by the JMC.
2. The teachers may pose risks to the learners as they live outside the community.
3. No COVID-19 testing is conducted.
4. The current health practice affects the indigenous way of living of the community (e.g. testing and vaccination.)

### **RECOMMENDATIONS**

Given the results of the field inspection, the following are recommended for face-to-face expansion and transitioning to the new normal:

1. Compliance to the standard classroom layout and seating arrangement as per DM 71 s. 2021 to avoid unnecessary movement and exposure to elements of school furniture.
2. Consider external factors such as teachers who are non-residents of the community who should go through antigen testing when going home and going back to school.
3. Finance Strand to issue a policy cover for the purchase of testing kits, including the guidelines on testing for DepEd personnel from the DepEd Task Force COVID-19 (DTFC.)



4. Exclude the identified items in the School Safety Assessment Tool (SSAT) tool which are inconsistent in the DTFC issuance, such as utilization of sterile box and air purifier. These must be rectified.
5. Engage the Indigenous Peoples Education Office (IPsEO) in the pilot schools having more than 50% of IP learners in order to integrate health measures in their local knowledge.

For information and consideration.

  
  
**ALAIN DEL B. PASCUA**  
Undersecretary



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## Annex A

### SUMMARY RESULTS OF FIELD INSPECTION ON SCHOOLS FOR PILOT IMPLEMENTATION OF LIMITED FACE-TO-FACE CLASSES

Region	Division	School Name	School ID	Checklist Category Ratings								Total
				Physical Facilities	Health and Safety	Communication and Coordination	Partnership	Data Management	Work Arrangement and Class Program	Curriculum Related	Capacity Building	
I	ILOCOS NORTE	ALAO-AO ES	100044	4	14	6	8	4	3	4	4	47/47
I	ILOCOS NORTE	DUMALNEG ES	100050	4	13	6	8	4	3	4	4	46/47
I	ILOCOS NORTE	PADAGGAN ES	100054	4	14	6	8	4	3	4	4	47/47
I	ILOCOS NORTE	SAN ISIDRO ES	100055	4	14	6	8	4	3	4	3	46/47
I	ILOCOS NORTE	DUMALNEG NHS	300017	4	14	6	8	4	3	3	4	46/47

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