Regional Memorandum

GUIDELINES ON PROCESSING OF REQUESTS BY LOCAL GOVERNMENT UNITS IN CALABARZON TO USE DEPED SCHOOLS IN ACTIVITIES RELATED TO COVID-19

To Schools Division Superintendents
Public school principals/school heads

1. As of August 30, 2020 (3:00 PM), the Department of Health Center for Health Development 4A (CALABARZON) has recorded 20,546 confirmed cases of COVID-19 in the region.

2. With this, DepEd CALABARZON recognizes the need to step up measures in the management of increasing COVID-19 cases in the region. It likewise puts high regard on the importance of continuity of basic education in this time of pandemic.

3. On the other hand, DepEd CALABARZON is indebted to the LGUs that are willing to support the blended distance learning of the Department of Education. LGUs pooled their resources to help schools operate while at the same time, LGUs look for strategic approach to fight COVID-19.

4. Hon. Leonor M. Briones, Secretary issued Office Memorandum No. OM-O SEC-2020-0-004, entitled, Guidance to regional directors for action on requests by local government units to use DepEd schools and engage DepEd personnel in activities related to COVID-19.

5. Item 13 of the said issuance provides:

13. In light of the foregoing and consistent with OM-SEC-2020-002, I hereby delegate to the Regional Directors the responsibility to approve or deny requests by LGUs to use DepEd schools for activities related to the COVID-19 outbreak within their respective jurisdictions, based on evaluation of the the
requests by the Schools Division Superintendents in consultation with the school heads.

6. By virtue of the aforesaid authority and with due regard to the unwavering support extended by the LGUs to DepEd CALABARZON, these guidelines are hereby issued.

7. For compliance of all.

cc: ORD/Legal/Ellen

WILFREDO E. CABRAL
Regional Director

("Signature")
GUIDELINES ON PROCESSING OF REQUESTS BY LOCAL GOVERNMENT UNITS IN CALABARZON TO USE DEPED SCHOOLS AS QUARANTINE OR ISOLATION AREA, AREA TO CONDUCT ACTIVITIES RELATED TO COVID-19 OR AREA TO ADDRESS THE IMPACT OF COVID-19 PANDEMIC

SECTION 1
CREATION OF TECHNICAL WORKING GROUP

There shall be created a technical working group (TWG) which will be in charge in the receipt, evaluation and recommendation of action to the Regional Director. The group shall be composed of:

1. **Attorney IV** as the Lead;
2. **Information Technology Officer** as member;
3. **Public Information Officer** as member;
4. **DRRM Coordinator** in the regional office as member; and
5. One personnel from the **Legal Unit** of the regional office as member.

SECTION 2
LETTER-REQUEST, CONTENTS AND ATTACHMENTS

The processing shall start from a letter-request from the local government unit (LGU). The request must state the specific intended purpose or use for the school as well as the duration of their use which shall not be later than December 15, 2020, subject to extension, if necessary\(^1\). Attached to the letter-request are the following:

A. For **ISOLATION OR QUARANTINE AREA**

1. Certification from the appropriate official of the LGU that all other facilities have been assessed and found inadequate\(^2\).

2. Certification from provincial, city or municipal health officer that the facility within the school was assessed and found suitable for the specific intended purpose\(^3\).

3. List of LGU personnel to be supervised by the provincial, city or municipal health officer, as the case maybe, who shall manage the facility\(^4\).

4. In lieu of statement or undertaking\(^5\), the Terms and Conditions mentioned in Office Memorandum OM-O S E C-2020-004 shall be submitted. The signature of the city/municipal

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\(^1\) Item 14(a) of Office Memorandum OM-O S E C-2020-004 and Item 8(a) of Office Memorandum No. OSEC-2020-002

\(^2\) Item 8(b) of Office Memorandum No. OSEC-2020-002

\(^3\) Item 8(c) of Office Memorandum No. OSEC-2020-002

\(^4\) Item 8(d) of Office Memorandum No. OSEC-2020-002

\(^5\) Item 14(f) of Office Memorandum OM-O S E C-2020-004
mayor in the Terms and Conditions is sufficient. The signature of the principal and the notarization shall be required after the request is approved.

5. Name and location of an alternate area where the personnel of the school to be used, if granted can use as module hub.

B. For OTHER ACTIVITIES RELATED TO COVID-19 such as housing of medical front liners and the like:

1. Certification from the regional director of the LGU or the head of the Regional Task Force COVID-19 that it has assessed that the activity intended to be conducted by the LGU in the school is within the parameters of rules, regulations and directives issued by the national government, and in full cooperation towards a unified, cohesive and orderly implementation of the national policy to address the COVID-19 outbreak.

2. Certification from the appropriate official of the LGU that all other facilities have been assessed and found inadequate.

3. Certification from provincial, city or municipal health officer that the facility within the school was assessed and found suitable for the specific intended purpose.

4. List of LGU personnel to be supervised by the provincial, city or municipal health officer, as the case maybe, who shall manage the facility.

5. In lieu of statement or undertaking, the Terms and Conditions mentioned in Office Memorandum OM-O SEC-2020-004 shall be submitted. The signature of the city/municipal mayor in the Terms and Conditions is sufficient. The signature of the principal and the notarization shall be required after the request is approved.

6. Name and location of an alternate area where the personnel of the school to be used, if granted can use as module hub.

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6 Item 14(b) of Office Memorandum OM-O SEC-2020-004
7 Item 14(c) of Office Memorandum OM-O SEC-2020-004
8 Item 14(d) of Office Memorandum OM-O SEC-2020-004
9 Item 14(e) of Office Memorandum OM-O SEC-2020-004
10 Item 14(f) of Office Memorandum OM-O SEC-2020-004
c. For OTHER ACTIVITIES NOT RELATED TO COVID-19 BUT HELPS TO MITIGATE THE IMPACT OF COVID-19. This includes request to use DepEd schools for SAP distribution, for extension of court rooms/offices, housing of AFP personnel and the like:

1. For use in 1 day to three days only, mere letter request is sufficient.

2. For longer days, the requesting party shall send the letter-request with the draft memorandum of agreement attached.

While barangays are considered local government units, Office Memorandum No. OSEC-2020-002 and Office Memorandum OM-O S E C-2 0 2 0-004 expressly identify the local government units which may request the use of DepEd schools. Thus, request made by those not identified shall be denies.

Section 3
ROLE OF THE SCHOOLS DIVISION OFFICE

The Schools Division Office in coordination with the LGU shall identify the school to be used in accordance to the following guidelines:

1. As much as possible, no elementary schools shall be allowed considering that these schools shall be the venue for school-feeding programs and other nutrition activities for learners. However, use may be allowed in instances where using of elementary school is necessary because the use requires the structure of an elementary classroom, the elementary school has the closest proximity to hospitals and other health facilities, there are no other available secondary schools or for other good reasons.

2. Schools with most number of classrooms shall be preferred.

3. Schools located in isolated areas shall be preferred except in instances where the city or municipality is highly populated. In such case, the SDO may choose a school located in less populated area.

The request shall be endorsed by the Schools Division Office to the regional office. Indicated in the indorsement is the identified name of the school and location.
The request including all the attachments and the indorsement shall be sent to these email addresses:

region4a@deped.gov.ph  
legal.calabarzon@deped.gov.ph  
ict.calabarzon@deped.gov.ph

Section 4
ROLE OF THE TECHNICAL WORKING GROUP

Upon receipt of the request, the TWG shall assess, evaluate and recommend to the Regional Director the action on the request. The TWG shall be guided by the following aside from those previously mentioned:

1. The number of suspect, probable and confirmed cases of COVID-19 in the city or municipality is 500 or more\textsuperscript{11} based on the data from the Regional Epidemiology and Surveillance Unit of the Department of Health.

2. For request of additional school, the number of suspect, probable and confirmed cases of COVID-19 in the city or municipality must be at least 1,500.

3. The maximum number of schools allowed for city is four while the maximum number of schools for municipality is two.

4. No DepEd personnel shall be allowed to man or engage in any activity related to the operation of the LGU in the school.

Section 5
ROLE OF THE SCHOOL HEAD

The duties and responsibilities of school heads mentioned in Office Memorandum OM-O S E C-2 0 2 0-002 and item 15 of Office Memorandum OM-O S E C-2 0 2 0-004 of the Office of the Department Secretary shall be adopted.

\textsuperscript{11} On the argument that schools shall be used only if all available facilities of the LGU are already being used.
Section 6
MONITORING

In order for the regional office to monitor the use of the facilities currently used by the LGU, the school head shall:

1. Submit a report narrating that the school under his/her management is currently used and indicating the purpose of use such as quarantine or isolation facility, swabbing area and the like.

2. Submit a monthly monitoring report\(^{12}\) on or before every 5\(^{th}\) day of the next month. The report shall be submitted to ict.calabarzon@deped.gov.ph.

3. In case the school was vacated before the end of the month, the school head shall submit monitoring report at least 3 days after the school was vacated.

4. Maintain that approval of the regional director has been sought prior to occupation of the school.

All reports shall be attested by the DRRM Coordinator of the SDO.

Section 7
ADMINISTRATIVE LIABILITY

Failure of the school head to report that the school under his/her management is being used by LGU in activities related to COVID-19 or its impact is a ground for the regional office to conduct an investigation on the matter.

Moreover, after investigation and finding merit, violation of any of these guidelines shall be acted in accordance to DepEd Order No. 49 S. 2006, entitled, Revised Rules of Procedure of the Department of Education in Administrative Cases.

\(^{12}\) The monthly monitoring report is hereeto marked as Annex "A"
ANNEX “A”

[letterhead]

______[Date]______

WILFREDO E. CABRAL
Regional Director

ATTENTION: ATTORNEY IV
Lead, TWG

SIR:

Please be informed that ________[name of name of municipality/city]________ is:

☐ still occupying the school;
☐ intending to vacate the school;
☐ vacated, disinfected and turned over the school on ________________

Thank you.

Very truly yours,

[Resolve name of principal/school head]
[Designation]

ATTESTED BY:

[Resolve name of SDO DRRM Coordinator]
SDO DRRM Coordinator