Regional Memorandum

SUMMARY OF AGREEMENTS MADE DURING THE 19TH MANAGEMENT COMMITTEE MEETING

To SCHOOLS DIVISION SUPERINTENDENTS

1. In reference to the Management Committee Meeting held September 26, 2020, this Office releases this Regional Memorandum on the Summary of Agreements Made During the 19th Management Committee Meeting.

2. The Regional Office and Schools Division Offices shall activate Oplan Balik Eskwela Information and Action Center-OBEC for issues and concerns pertinent to school opening and establish hotline numbers manned by Regional Information Officers-RIOs and Division Information Officers-DIOs. Active contact details of school heads in all divisions shall be made available and update status on Regional Data Base on Field Operations. Pertinent reports shall be submitted to the Policy, Planning and Research Division.

3. The Schools Division Superintendents shall ensure all personnel are onboard either physical or virtual monitoring of classess while the Regional Office personnel shall conduct monitoring within the vicinity except those physically reporting to office and / or member of OBEIAC.

4. The Schools Division Offices shall submit list of schools with hard – to – reach catchment areas; determine the cost it may entail to fund distribution using third party involvement and the cost to cover Q2 SLMs distribution; revisit available fund source and declare balance of allotment to determine budgetary requirements for quarter 2 module printing; advise schools and teachers to refrain from soliciting for bond papers for module reproduction.

5. In addressing the emerging challenges the following must be observed:

   a. In terms of enrollment
      i. Break sections of self-contained classes into blocks with appropriate number in relation to class size
      ii. Assign specific schedule of learning activities
      iii. For sections organized with specifications factor, subject teachers within the grade level shall collaborate to allot specific time within the day / week for self – study/ with parents assistance


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and time to communicate with teachers. This applies to all modalities except ODL in formal synchronous or asynchronous.
iv. When all possible means for neighborhood organizations of classes have been exhausted, teacher shall define a regular schedule of communication to learners not covered. The same applied to teachers residing outside the community where official workstation is located.
v. Non-resident teachers may opt to report (with strict observance health protocols) to schools and use school as meeting area for parents concern. Otherwise, short messaging system and other acceptable social media platform can be utilized.
vi. Maintain a list of volunteers for logistics and instructional aides. Schools shall continue partnerships/engagements to enlist greater support from community and other agencies.

6. The Schools Division Superintendents shall assign a team composed of CID and SGOD personnel to study safe return format based on the context of schools. Public Schools District Supervisor (PSDS) and principals may also be invited to join as resource persons for better inputs from the ground.

7. In relation to safe return format, blended learning with limited face-to-face focus on the following including adequate preparations of schools particularly those used as quarantine and isolation areas. School heads shall ensure that disinfection and sanitation activities have been conducted and TACs complied with.
- reduced class size as physical distancing measure,
- 3-day rotational physical reporting to schools of learners and teachers including Saturday as classroom shortage measure and instructional procedure scheme.
- engineering controls for observance of health protocols measure.

8. In addition, IPCR shall be submitted before the deadlines to ensure that raters have ample time to review and provide rating. School Division Offices through HR shall submit items currently unfulfilled and to identify those which have been there for a long time particularly those hard to fill items.

9. The Regional Office Finance Division shall sub- allot MOOE support funds for the distribution and the Curriculum and Learning Management Division (CLMD) shall regularly monitor and update the availability of both CO and RO Pivot Modules.

10. Immediate dissemination and compliance of this Memorandum is highly desired.

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