



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
GATE 2, KARANGALAN VILLAGE  
1900 CAINTA, RIZAL



1 March 2022

**Regional Memorandum**

**GUIDELINES FOR SCHOOLS DIVISION OFFICES ON THE SUBMISSION OF THE WEEKLY  
REPORT ON THE LIST OF PUBLIC AND PRIVATE SCHOOLS FOR THE PROGRESSIVE  
EXPANSION OF THE LIMITED FACE-TO-FACE CLASSES**

To **Schools Division Superintendents**  
**All others concerned**

1. In compliance with DepEd Memorandum NASFO-2022-106 dated February 24, 2022, on the "Submission of the Weekly Report on the List of Public and Private Schools for the Progressive Expansion of the Limited Face-to-Face Classes", all regional offices are requested to submit updates to the Central Office on a weekly basis.
2. In order for the region to facilitate this, all schools division offices are enjoined to adopt the guidelines in the attached joint memorandum. This office through the Policy, Planning and Research Division will deploy an online reporting facility to capture official reports from all SDOs following the same timeline of submission.
3. In addition to this, the following shall serve as additional guidelines for division offices:
  - a. All superintendents are requested to designate two (2) Person-in-Charge (PIC) at the division level which shall ensure the validation and timely submission of all relevant information needed in the report.
  - b. For documentation purposes, an **accomplished and signed Annex C** shall be submitted to [pprd.calabarzon@depd.gov.ph](mailto:pprd.calabarzon@depd.gov.ph) on or before March 1, 2022, (Tuesday).

Template of Annex C can be downloaded at  
**[bit.ly/NASFO-2022-106-AnnexC](https://bit.ly/NASFO-2022-106-AnnexC)**

- c. The cut-off period for the updating and submission of the accomplished template will be **every Wednesday of the week, at 5pm**. The initial submission of the weekly report will be on or before March 2, 2022, (Wednesday) at 5:00 PM.
- d. SDOs will be given their respective links to their repositories which will contain (1) Template for the List of Schools for the Progressive Expansion Phase of Limited Face-to-Face; and (2) Data Clarification in excel files. Only SDS and



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**Trunkline:** 02-8682-5773/8684-4914/8647-7487

**Website:** [depdcalabarzon.ph](http://depdcalabarzon.ph)

**Document Inquiry :** <https://r4a-teadoc.com/inquire>

**Facebook:** DepEd R-4A Calabarzon

PICs of each division shall be given the access to their respective Google Drive Folder.

4. Other provisions in the reference memorandum shall apply in the context of schools division offices.
5. For inquiries and clarification, please contact Dr. Viernalyn M. Nama or Mr. Adrian A. Bullo of Policy, Planning and Research Division through email at [pprd.calabarzon@deped.gov.ph](mailto:pprd.calabarzon@deped.gov.ph).
6. Immediate dissemination and compliance to this memorandum is earnestly desired.

  
**FRANCIS CESAR B. BRINGAS**  
Regional Director 

pprd/ab



Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY

**MEMORANDUM**

TO : **ALL REGIONAL DIRECTORS  
MINISTER OF BASIC, HIGHER, AND TECHNICAL  
EDUCATION, BARMM**

FROM : *Nepomuceno A. Malaluan*  
**Atty. NEPOMUCENO A. MALALUAN**  
Chief of Staff, Undersecretary  
Planning

*Revsee A. Escobedo*  
**Atty. REVSEE A. ESCOBEDO**  
Undersecretary  
Field Operations, Palarong Pambansa Secretariat, and DEACO

*Malcolm S. Garma*  
**MALCOLM S. GARMA**  
Assistant Secretary  
National Academy of Sports and Field Operations

SUBJECT : **SUBMISSION OF THE WEEKLY REPORT ON THE LIST OF  
PUBLIC AND PRIVATE SCHOOLS FOR THE PROGRESSIVE  
EXPANSION OF THE LIMITED FACE-TO-FACE CLASSES**

DATE : February 24, 2022

Pursuant to the approval of the recommendation for the progressive expansion by the President last January 17, 2022, the DepEd has issued Office Order (OO-OSEC-2022-003) titled, "Interim Guidelines on the Expansion of Limited Face-to-Face Classes," which provides guidance on the mechanisms and standards on the safe resumption of the face-to-face classes in basic education, pending issuance of the revised Joint Memorandum Circular (JMC) of DepEd and DOH on the operational guidelines on the implementation of limited face-to-face learning modality, as well as the DepEd Order (DO) on the guidelines of implementation of the face-to-face classes.

In view thereof, the Regional Offices (ROs) are requested to submit, on a weekly basis, a report on the list of public and private schools in your respective regions for the progressive expansion phase of the limited face-to-face classes, for monitoring and reporting purposes.

In this undertaking, a framework has been developed to show the progression of the different levels of data sets that need to be generated by the regional offices (ROs). This is in response to the possible challenges that might hamper the inclusion of a school for the expansion of limited face-to-face classes, such as in securing the local government unit's (LGU's) concurrence.

The submission of the data from the ROs to the Central Office (CO) will be classified into the levels of data sets:

### 1. Nominated Schools

- Schools classified as nominated schools are schools which are considered *ready* to implement the limited face-to-face classes, and those which are either (1) **fully compliant with SSAT**, or (2) SSAT compliant but **with pending LGU concurrence**. In this regard, the ROs are advised to include both the aforementioned types of schools in their consolidated list.

### 2. Eligible Schools

- These refer to schools that are **fully compliant to SSAT**, have already **secured LGU concurrence**, and have been **authorized by the Regional Directors** to proceed with the implementation of the limited face-to-face classes at a certain schedule/date.

### 3. Participating Schools

- These refer to the schools that are **under Alert Level 1 and 2**, pursuant to the Alert Level System imposed by the Inter-Agency Task Force for Emerging Infectious Diseases (IATF).

In sum, the report to be submitted by the ROs shall contain the **consolidated list of all nominated and eligible public and private schools** in their respective areas of jurisdiction.

Additionally, the ROs shall be guided by the following:

1. The **weekly reporting and submission of the relevant information shall be submitted using the attached template on the list of qualified schools for the progressive expansion phase of limited face-to-face classes (Annex A)**, instructions and definition of terms are provided therein;
2. In accordance with OO-OSEC-2022-003, it shall be noted that the Regional Directors (RDs) are given the authority to assess, validate and select schools in their respective jurisdictions that will participate in the expanded limited face-to-face using the School Safety Assessment Tool (SSAT). Thus, the accountability on the submitted list of schools is also placed over the RDs;

3. All RDs are requested to **designate a Person-in-Charge (PIC) at the regional-level that will ensure timely and validated submission of all relevant information needed in the template;**
4. The PICs shall be available during the working hours, in case the assigned consolidators contact them for further data clarifications;
5. The cut-off period for the submission of the accomplished template will be **every Thursday of the week at 12:00 NN**. The **initial submission** of the weekly report will be **on or before March 3, 2022** (Thursday) at 12:00 NN. In case of a holiday, submission of report will be on the next working day;
6. Non-submission of the accomplished template within the said deadline would mean that there are no additional public and private schools in your region for the progressive expansion in that particular week. Thus, the latest submission of the region will be considered and included in the consolidation for reporting in the same week;
7. Submissions should be consolidated at the regional-level, verified and approved by the Regional Director. Individual submissions of division offices or schools will not be accepted and will be emailed back to the concerned Regional Office for their consolidation;
8. The aforesaid template can be accessed and edited real time through the Google Drive Folders per respective regions. See **Annex B** for the separate links for each region;
9. Regions will be given their respective links to their repositories which will contain (1) *Template for the List of Schools for the Progressive Expansion Phase of Limited Face-to-Face*; and (2) *Data Clarification* in excel files. Only the RD and PIC of each region shall be given the access to their respective Google Drive folder;
10. An offline report using the said template may also be submitted, in case of concerns on internet connectivity. The offline report must be submitted to Regional Operations Secretariat through [usec.regops@deped.gov.ph](mailto:usec.regops@deped.gov.ph);
11. Upon review and consolidation of the submissions, data concerns may be coordinated directly to the respective regional offices, through the Persons-In-Charge (PICs), for further clarification, if applicable; and
12. For documentation purposes, please submit the contact information (name, designation, email address and contact number) of the person-in-charge in the RO level using the prescribed template (**Annex C**). The accomplished template, approved and signed by the RD, shall be submitted on or before March 2, 2022, (Wednesday).

For further inquiries, please contact Ms. Bea Franchezka E. Yumang through [bea.yumang@deped.gov.ph](mailto:bea.yumang@deped.gov.ph) or Mr. Oscar D. Afos, Jr. through [oscar.afos@deped.gov.ph](mailto:oscar.afos@deped.gov.ph).

For your compliance and appropriate action.

Thank you very much.