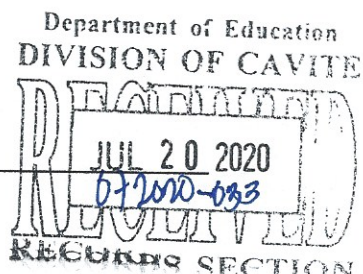




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



16 July 2020

Regional Memorandum

**PROMOTING THE HEALTH AND WELL-BEING OF LEARNERS, TEACHERS AND
PERSONNEL IN DEPED CALABARZON**

To **Schools Division Superintendents**
School Heads of Public Elementary, Junior and Senior High Schools
All Others Concerned

1. This regional memorandum is issued pursuant to DepEd Order Nos. 11 and 14, s. 2020 otherwise known as the "Revised Guidelines on Alternative Work Arrangements in the Department of Education during the Period of State of National Emergency due to Covid-19 Pandemic" and "Guidelines on the Required Health Standards in Basic Education Offices and Schools", respectively.
2. DepEd CALABARZON is one with the Department in its commitment to find ways for learning opportunities to be provided, while ensuring the health, safety and welfare of all learners, teachers, and personnel.
3. It is emphasized herein that we are mandated to give priority to the delivery of essential services such as the a) Operationalization of the Basic Education Learning Continuity Plan (BE-LCP) for the School Year 2020-2021 and b) School Operations and activities stipulated in school calendar per DepEd Order (DO) No. 007, s. 2020, including the following:
 - a. Conduct of enrollment;
 - b. Participation in orientation, training and capacity building activities in managing multi-modal learning delivery options;
 - c. Preparation of instructional materials;
 - d. Planning the organization of classes in consideration of learning delivery modalities to be employed;
 - e. Assisting in orientating parents on effective facilitation of home-based learning;
 - f. Facilitation of enrollment of learners for SY 2020-2021;
 - g. Preparation of learners for the formal start of classes;
 - h. Gathering of data on the specific contexts of their learners (access to technological gadgets, capacity of learners for independent learning, etc.);
 - i. Participation in the Brigada Eskwela and Oplan Balik Eskwela activities:



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- j. Completion of RPMS requirements of the SY 2019-2020 per DM No. 45, s. 2020, and further guidelines that may be issued;
 - k. Preparation for the initial activities of RPMS for SY 2020-2021 aligned to the teaching-learning modality activities required;
 - l. Compliance with required health standards;
 - m. Reportorial requirements;
 - n. Other tasks that may be assigned in support of the BE-LCP and COVID-19 pandemic response; and
 - o. Other directives that may be assigned by the heads of offices in the CO, RO, and/or SDO. (par. 7 and 10 of the Guidelines)
4. In this regard, the Schools Division Superintendents and school/CLC heads shall ensure the following:
- a. A well-defined working arrangement as agreed upon by the school heads and teachers is established;
 - b. Teachers and personnel are given tasks to be performed to the full extent possible in terms of person-days per workweek;
 - c. Critical tasks are duly accomplished;
 - d. Upon official opening of the school year, teachers shall perform tasks aligned with the learning delivery modalities adopted by their respective schools consistent with the BE-LCP and RPMS-IPCRF requirements; (Item #22.c of the Guidelines) and
 - e. Performance monitoring and attendance mechanism shall be followed regardless of the type of alternative work arrangement to be used.
5. Upon the official opening of the school year, pursuant to DepEd Order 14, s. 2020, the schools shall ensure that each learner, teacher, and personnel has access to the following:
- a. Cloth/washable face masks, ear loop masks, indigenous, reusable, do-it-yourself masks, or face shields, handkerchiefs, or such other protective equipment or any combination thereof, which can effectively lessen the transmission of COVID-19
 - b. 1 toothbrush and 1 toothpaste (K-6 learners)
 - c. 1 bar soap (K-6 learners)
6. The schools shall likewise ensure availability of hand soaps/hand sanitizers/alcohol-based solutions/other disinfectants in restrooms, classrooms, entrances, etc by doing routine monitoring and replacement/replenishment if needed, as well as the routine cleaning/disinfection of frequently touched surfaces and objects such as tables, doorknobs, desks, and other school items. (paragraph A.3, 4 and 5 on Specific Measures for COVID 19 Prevention and Mitigation in Schools)
7. On alternative work arrangement, work from home and skeleton work force arrangements or a combination thereof shall be followed in DepEd CALABARZON.
8. In the determination of the appropriate working arrangement, the following parameters shall be considered:
- a. Teacher's/personnel's roles and functions;
 - b. Health and safety conditions; and
 - c. Transportation arrangements.