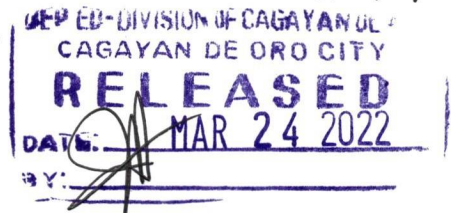




Republic of the Philippines  
**Department of Education**  
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Office of the Schools Division Superintendent

March 23, 2022



**The School Principal**  
Private Elementary, Secondary, and Senior High Schools  
Division of Cagayan de Oro City

Sir/Ma'am:

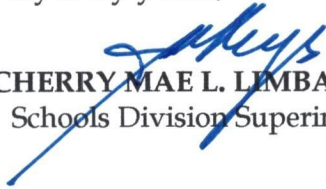
Warm greetings of hope.

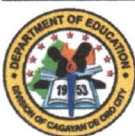
Please see attached Division Memorandum No. 68 s.2022 on the Implementing Guidelines of the Safety Seal Certification Program for the Expanded Implementation of the Limited Face-to-Face Classes for your reference and guidance.

Any concern or queries relative to this issuance may be referred through Mrs. Eleanor H. Rollan, Senior Education Program Specialist - Division Private Schools Coordinator.

Thank you.

Very truly yours,

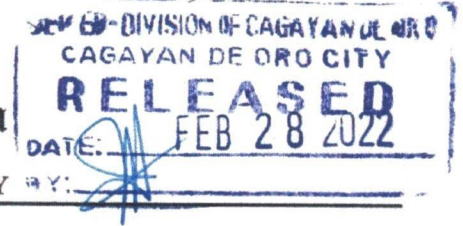
  
**CHERRY MAE L. LIMBACO-REYES**  
Schools Division Superintendent



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City  
Telephone: (08822)-8550048



Republic of the Philippines  
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**Office of the Schools Division Superintendent**

February 24, 2022

**DIVISION MEMORANDUM**

No. 68 s. 2022

**IMPLEMENTING GUIDELINES OF THE SAFETY SEAL CERTIFICATION PROGRAM  
FOR THE EXPANDED IMPLEMENTATION OF THE LIMITED FACE-TO-FACE  
CLASSES**

To: Assistant Schools Division Superintendent  
SGOD and CID Chief Education Supervisors  
All SGOD and CID Personnel  
All Public Elementary and Secondary School Heads and Teachers  
All Other Concerned Teaching and Non-teaching Personnel  
*This Division*

1. In accordance with Regional Memorandum No 115, s.2022, the field is hereby informed of the implementing guidelines of the **safety seal certification program** to ensure the safe and effective implementation of the expanded limited face-to-face classes.
2. The main **features of the safety seal certification program** are as follows:
  - a. the school is compliant with the minimum public health standards set by the government; specifically, the school has full compliance with the School Safety Assessment Tool (SSAT);
  - b. the seal issued by the schools division office shall be displayed conspicuously at all entrance points;
  - c. the **safety seal is valid for one (1) year** and it is renewable subject to the continued compliance with eligibility requirements; and
  - d. the safety seal reflects the issuing authority, date of issuance and safety seal number.
3. To qualify for the **safety seal certification program**, the schools shall adhere to the following certification procedures/options:

**Option 1 (By Application)**

- a. The school head shall secure a copy of the School Safety Assessment Tool (refer to enclosure 2) and perform self-assessment;
- b. If the findings of self-assessment are favorable, the school head shall contact the schools division safety seal certification team (refer to enclosure 1);
- c. The Schools Division Safety Seal Certification Team shall validate the compliance status using the School Safety Assessment Tool (SSAT);
- d. If found to be compliant, the SDO will proceed with the inspection; and



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- e. The Schools Division Safety Seal Certification Team will inform the school head about the results and next steps to secure the safety seal certification.

**Option 2 By Visit (From Regular Monitoring)**

- a. During the regular school monitoring, the Schools Division Safety Seal Certification Team//inspection team/monitoring supervisors shall also check if the school is eligible for Safety Seal Certification;
- b. If the school is found compliant to SSAT, the monitoring team will inform the school head as to the next steps to secure the safety seal certification; and
- c. If deficiency is found, the school head will be advised to correct the said deficiency and conduct re-assessment.
4. To renew the **safety seal certificate** which shall be done not earlier than one (1) month before the expiration, the procedures are as follows:
- a. the school shall contact the issuing authority to schedule an inspection;
- b. the Schools Division Safety Seal Certification Team//inspection team/monitoring supervisors shall inspect the establishment to verify continued compliance with the eligibility requirements;
- c. if found to be fully compliant, the SDO shall issue a new Safety Seal Certificate. However, if deficiency is found, the school head will be advised to correct the said deficiency and conduct re-assessment.
5. As to revocation of safety seal certificate, reinstatement for revoked safety seal, and other relevant provisions, refer to Regional Memorandum No. 115, s. 2022, items 16-23.
6. For queries, please coordinate with Dr. Rosalio R. Vitorillo, SGOD Chief and Division Face-to-Face Focal Person.
7. For strict compliance.

  
**CHERRY MAE L. LIMBACO-REYES**  
Schools Division Superintendent

Encl:

Reference: RM 115 ,s.2022

To be indicated in the Perpetual Index

under the following subjects:

School Governance

Safety Seal Certification

Expanded Implementation

Limited Face-to-face Classes

rrv/jdp

2-24-22



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**Enclosure 1**

**Composition of the Division Validation Team on the  
Implementation of the Expanded Limited face-to-Face Classes**

<b>Chairman</b>	Rosalio R. Vitorillo, PhD Chief, School Governance and Operations Division
<b>Co-Chair</b>	Baldomero Mark B. Meso III, MD Medical Officer III  Lorebina C. Carrasco, PhD Chief, Curriculum Implementation Division
<b>Members</b>	
DRRM Safety Protocols	Ryan Blanco, PDO II
Monitoring Nurses	Cristina Rosales, Francis Tagadiad, Nathalie Famador, Jacel Cadusales
M&E Team (Data consolidation and analysis)	Eleanor Consejo H. Rollan Roxanne Fuentes
SocMob Partnership Team/Project Development Officers	Jimboy Eugenio Jairus John Gochuco Michael Dave Tan
President, PSDSs Team (School Management and Curriculum)	Shirley Merida, PhD
President, EPSs Team (Curriculum)	Romeo B. Aclo
Education Program Supervisor, SGOD	Eulogio Suaner
Division Engineer III <i>Educational Facilities</i>	Engr. Ely V. Mamaclay
Human Resource & Development <i>Teacher Support</i>	Derrold Marl S. Aves, PhD
Planning and Research Team	Rodolfo R. Bayeta Pureza Camonias Joel Potane, PhD
Learning Resource Management Team	Gemma Pajayon Lanie M Signo Isabel Anne Alano Joel D. Potane, PhD
Division Information Technology Officer (DITO)	James Roberto Z. Sijo



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**Enclosure 1.2**      **Composition of the District Validation Team on the Implementation of the Expanded Limited face-to-Face Classes**  
*(The Public Schools District Supervisor shall spearhead this to support the Self-Assessment conducted by the School Head to apply for safety seal certification)*

<i>Designation</i>	<i>Name</i>	<i>School/ Office</i>
<i>Public Schools District Supervisor</i>		
<i>Partner Education Program Supervisor</i>		
<i>District Custodian</i>		
<i>BEIS District Rep.</i>		
<i>School DRR Clinician</i>		

**Enclosure 2**      **School Safety Assessment Tool (SSAT)**

Download through this link: [https://bit.ly/SSAT\\_CDO](https://bit.ly/SSAT_CDO)

**Noted:** Aside from the SSAT, the school shall also create an implementation plan.

<b>SCHOOL SAFETY ASSESSMENT TOOL 2</b>		
<b>QUESTION</b>	<b>ANSWER</b>	<b>REMARKS</b>
<b>Email Address</b>		
<b>Region</b>		
<b>School Name</b>		
<b>School ID</b>		
<b>Division</b>	Cagayan de Oro City	
<b>Contact Number</b>		
For the <b>past twenty-eight (28) days</b> , has the barangay where your school is located recorded any confirmed COVID-19 case/s? <b>*Kindly refer to your respective barangay for the data.</b>		





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Is the school accessible through public transportation?		
If YES, what <b>specific mode of transportation</b>		
Is the school accessible through walking?		
<b>A. MANAGING SCHOOL OPERATIONS</b>		
<b>I. SHARED RESPONSIBILITY</b>		
1. The school has secured support of LGUs (Barangay, Municipality, City, Province) through a resolution or a letter of support.		
2. The school has secured written consent from parents/guardians who will participate in the limited face-to-face classes.		
3. The school has mobilized resources and support from community stakeholders to meet the standards of the health and safety protocols.		
4. The school has conducted simulation activities among school personnel regarding protocols and routines to replicate and discuss possible scenarios during the actual conduct of face-to-face classes.		
<b>II. ALTERNATIVE WORK ARRANGEMENT</b>		
1. The school has implemented an Alternative Work Arrangement necessary to deliver quality basic education in a safe learning environment to learners.		
a. Number of teachers who physically report meets the required teacher: learner ratio		
b. Teachers who physically report are 65 years old and below		
c. Teachers who physically report to not have comorbidities, immunodeficiency, or any health risk/conditions		
d. Teachers who have service vehicles from and to area of residence and school		
e. Teachers who physically report are from within the city/municipality where school/learning center is located		
2. The school has oriented teaching personnel and non-teaching personnel on the Alternative Work Arrangement that will be implemented during the limited face-to-face classes.		
<b>III. CLASSROOM LAYOUT AND STRUCTURE</b>		







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1. The school has established mechanisms inside the classroom to ensure zero to minimal risk of COVID-19 transmission of the learners.		
a. Number of seats to be occupied must not exceed from the required number of maximum learners in the classroom		
b. Seats to be occupied must be at least 1-2 meters apart		
c. Numbers of seats shall be equivalent to the number of learners present		
d. Presence of markers and stickers on the floor to manage traffic system and physical distancing inside the classroom		
e. Availability of working electric fans		
f. Open windows and doors at all times		
g. Installation of appropriate ventilation equipment such as general and exhaust ventilation and CO2 monitoring devices		
h. Availability of a sterilization box where outputs (e.g., quiz papers) submitted by the learners will be placed for disinfection		
i. Usage of high-efficiency particulate air (HEPA) filtration air purifiers to clean recirculated air for air-conditioned spaces, provided that the unit is adequate for the size of the room in which it is installed		
<b>IV. SCHOOL TRAFFIC MANAGEMENT</b>		
1. The school has set-up clear and easy-to-understand signages, preferably in local languages and Braille, and mechanisms to strengthen observance of health protocols and protective measures.		
a. Display of school map at the entrance point indicating the location of the classrooms		
b. Designation of separate entrance and exit points in the school		
c. Designation of separate entrance and exit points in high traffic areas (unidirectional markers, installation of signages for cueing and unidirectional movement, sectioning, and queueing)		
d. Designated entrance and exit points in the classrooms		





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e. Hallway ground markings for walking direction guide		
f. Designation of areas for queue (e.g., restroom, library, principal's office, etc.)		
<b>V. PROTECTIVE MEASURES, HYGIENE PRACTICES, AND SAFETY PROCEDURES</b>		
1. The school has established safe entrance and exit procedures for teachers, students, non-teaching personnel, and school visitors.		
a. Availability of temperature thermal scanner or thermal gun in entrance and/or exit gates		
b. Availability of hand sanitizer or alcohol dispenser in school gates		
c. Availability of surgical masks at school entrance reserved for symptomatic individuals		
2. The school has established a contact tracing procedures/tools for school-goers.		
a. Health declaration sheet for school personnel		
b. Health declaration sheet for students		
c. Contact tracing tool for school-goers		
3. The school has mobilized the School COVID-19 DRRM team that will take charge in ensuring effective implementation of the school's health and safety protocols that are in place and are observed during the preparation and implementation of limited face-to-face classes.		
a. Designation of a Safety Officer who shall serve as the focal person for the health and safety protocols of the school		
4. The school has set up a proper sanitation and hygiene facility for school-goers.		
a. Availability of handwashing station with clean and safe water supply		
b. Availability of clean and safe toilet facilities		
c. Schedule of supervised handwashing and toothbrushing activities		
d. Placement of handwashing facilities in a strategic location (e.g., school entrance)		
e. Placement of trash bins in strategic locations		







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f. Visuals signages on proper waste management practices near trash bins		
5. The school has ensured regular sanitation and disinfection of school facilities, furniture, and equipment.		
a. Schedule of sanitation of frequently touched surfaces (e.g., table, doorknobs, light switches, etc.) every after end of a school shift		
b. Schedule of disinfection of school facilities (e.g., chairs, desk, blackboard, toilet facilities)		
c. Availability of sanitation and disinfecting materials		
6. The school has ensured a proper disposal system of infectious wastes, such as used tissues and masks, in non-contact receptacles.		
a. Disposal of all used PPEs in a separate leak-proof yellow trash bag/container with a cover properly labeled as "USED PPE"		
b. Collection of the leak-proof yellow trash bag/container regularly or twice a day (after end of class and after working day) from designated/specific area to the general collection area for treatment and disposal		
c. Availability of medical-grade face mask required for school personnel when collecting/handling the leak-proof yellow trash bag/container		
d. Treatment through disinfection or spraying of the collected wastes with a chlorine solution (1:10) in accordance with DOH Department Memorandum No. 2020-0157 "Guidelines on Cleaning and Disinfection in Various Settings as an Infection Prevention and Control Measure Against COVID-19"		
e. Disposal of the disinfected PPE with general waste to the final disposal facility		
<b>VI. COMMUNICATION STRATEGY</b>		
1. The school has developed a communication plan.		
a. Identification of platform of communication for coordination purposes		





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among the learners, parents/guardians, and teachers		
b. Database of contact details including contact number and address of parents/guardians of the learners are kept to inform them in case their child shows flu-like symptoms while in school premises		
c. Development of child-friendly Information, Education and Communication (IEC) materials on hygiene practices and respiratory etiquette including hand hygiene (hand disinfection thru handwashing and/or use of 70% isopropyl alcohol), respiratory hygiene and cough etiquette (coughing or sneezing into tissues or one's elbow), protective measures (proper use of face shield and face mask, physical distancing), among others, that are posted in common areas and are available in local languages and braille.		
2. The school has prepared an orientation session for learners, parents, guardians, teaching and non-teaching personnel, external stakeholders, and LGU of the eligibility criteria for participation, existing protocols, mechanisms, and procedures needed in the conduct of the limited face-to-face classes.		
a. Schedule of the orientation (at least one week prior to the conduct of the face-to-face classes)		
b. Orientation materials are made available for distribution to teachers, learners, parents, BLGU, DRRM team members, and persons-in-charge in ensuring observance of protocols, mechanisms, and procedures		
3. The school has a proactive COVID-19 local hotline/help desk or any similar local mechanism that connects and coordinates to the hospitals, testing facilities, and LGUs.		
4. The school has prepared a re-orientation session for school stakeholders on measures needed for the reopening of the school in the event of resurgences and school lockdown.		
<b>VII. CONTINGENCY PLAN</b>		







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1. The school has followed a decision model and contingency plan for reclosing and reopening the school in case of COVID-19 resurgence in the community.		
a. Inclusion of decision points for school lockdown dependent on the assessment and decision of the Local Task Force against COVID-19 (LTF) with the following considerations: o When there is suspected, probable, or confirmed COVID-19 case to facilitate disinfection and contact tracing; o Change in number of community transmission and quarantine risk classification identified by IATF; o Violations/instances of non-compliance of learners or personnel with the minimum public health standards or PDITR for review of protocols		
b. In the event of school lockdown, all learners shall revert to distance learning.		
c. Implementation of a 24-hour granular lockdown period for disinfection following identification/detection of suspect, probable, or confirmed COVID-19 confirmed case/s, only after which can it be opened for use to occupants.		
d. Consideration of the following for the reopening of classes after a school lockdown: o Completed contact tracing o Completed disinfection activities o 14 days without confirmed cases in the school o School is in a barangay with low to no community transmission o Area where the school is located is classified as minimal-risk		





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<p>e. Implementation of return to school/work policies consistent with latest national guidelines</p> <ul style="list-style-type: none"><li>o For close contacts:<ul style="list-style-type: none"><li>i. For fully vaccinated individuals: Seven (7)-day quarantine has been completed regardless of negative test result</li><li>ii. For unvaccinated or with incomplete vaccination: Fourteen (14)-day quarantine has been completed regardless of negative test result</li></ul></li><li>o For suspect, probable or confirmed cases, whether fully vaccinated, unvaccinated, or with incomplete vaccination:<ul style="list-style-type: none"><li>i. For asymptomatic: Ten (10)-day isolation have passed from the first viral diagnostic test and remained asymptomatic throughout their infection</li><li>.ii. For mild to moderate COVID-19 confirmed cases: Ten (10)-day isolation have passed from onset of the first symptom, respiratory symptoms have improved (cough, shortness of breath), AND have been afebrile for at least 24 hours without use of antipyretic medications.</li><li>iii. For severe and critical COVID-19 confirmed cases: Twenty-one (21)-day isolation has passed from onset of the first symptom, respiratory symptoms have improved (cough, shortness of breath) AND have been afebrile for at least 24 hours without the use of antipyretic medications.</li><li>iv. For immunocompromised, do RT-PCR testing on the 10th day. If RT-PCR test results turn out positive, refer to Infectious Disease Specialist. If RT-PCR test results turn out negative, discharge from isolation.</li></ul></li><li>o Medical certification or repeat testing is not necessary for the safe return to work of immunocompetent individuals, provided that a licensed medical doctor certifies or clears the patient</li></ul>		
<p>2. The school has developed strategies for the continuity of learning while the school is closed until the local authorities have</p>		







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determined the safe resumption of face-to-face classes.		
a. Distance learning modalities during lockdown in the decision model and contingency plan		
b. Strategies for the reopening of schools after the lockdown in the decision model and contingency plan		
<b>B. FOCUSING ON TEACHING AND LEARNING</b>		
<b>I. LEARNING RESOURCES</b>		
1. The school has secured sufficient supply of learning resources needed for the face-to-face classes.		
a. Implementation of 1:1 Student to Self-Learning Module (SLM) to lessen student interaction during class hours		
b. Implementation of 1:1 Student to Textbook ratio to lessen student interaction during class hours		
<b>II. LIMITED FACE-TO-FACE CLASSES</b>		
1. The school has designed class program/s that cater both learners of the limited face-to-face classes arrangement and distance education while observing the maximum 6-hour classroom teaching hours of teachers.		
a. Arrangement of the number of class sections in a way that each class section will be able to attend face-to-face classes: Class A: Half-day face-to-face classes in one straight week and other half-day for distance learning Class B: One straight week of pure distance learning Classes shall alternately attend face-to-face classes every week for the whole duration of the pilot implementation		
b. Class program indicating specific schedule/breakdown of hours for the face-to-face classes including staggered start and close of the school day per grade level		
c. Class program indicating specific schedule/breakdown of hours for distance learners including staggered start and close of the school day per grade level		
d. Class program indicating schedule of staggered break time hours		





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e. Signages on protocols prohibiting activities that require large gatherings		
f. Implementation of the maximum hours of stay of the learners in schools (4.5 hours for G1-6 learners and 3 hours for kindergarten learners)		
2. The school has comprehensively profiled learners who will participate in the implementation of the face-to-face classes.		
a. Learners who reside within the city/municipality where the school/learning center is located		
b. Learners who can walk their way to school, or ride with available private transport, or with regulated public transportation		
c. Learners without existing comorbidities		
d. Prioritization of learners who require childcare, such as those whose parents must work outside the home, or who have no directly available and immediately responsible adults/guardians at home		
e. Prioritization of learners who are heavily dependent on face-to-face learning interventions, such as Key Stage 1 learners (Kindergarten to Grade 3)		
f. Prioritization of learners who struggle to meet required learning competencies		
g. Prioritization of Senior High School (SHS) learners enrolled in Technical-Vocational-Livelihood (TVL) track requiring workshop equipment in school		
h. Prioritization of learners that are documented to be affected by mental health concerns that may be eased by face-to-face interactions		
3. The school has ensured an attendance monitoring of learners to determine which participating learners are exhibiting difficulties in coming to school and which learners who cannot participate in face-to-face classes will revert to full distance learning.		







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<p>4. The school has informed teachers to conduct consultations with parents, provision of feedback and instructional support for learners, facilitation of assessment, preparation of Weekly Home Learning Plan (WHLP), and other related tasks after face-to-face classes.</p>		
<p>5. The school has ensured prohibition of conduct of physical or face-to-face large gatherings, group work, or activities that will require close contact or where physical distancing may not be possible (e.g., school activities, field trips, sports festivals, flag ceremonies).</p>		
<p><b>III. TEACHER SUPPORT</b></p>		
<p>1. The school has provided an appropriate learning and development support plan in providing better quality basic education services.</p>		
<p>a. Learning and Action Cells (LAC) sessions highlighting provision of remediation/intervention for learners during the face-to-face classes</p>		
<p>b. Coaching, mentoring, and training relevant in facilitating blended learning approach</p>		
<p>2. The school has oriented teachers on their budget of work and ensured that the school requirement for the learners is in observance of academic ease.</p>		
<p>a. Orientation on the implementation of the Most Essential Learning Competencies (MELCs) included in their budget of work during the limited face-to-face classes</p>		
<p>b. Orientation on the observance of academic ease and provision of flexibility to learners in managing limited face-to-face classes</p>		
<p><b>C. WELL-BEING AND PROTECTION</b></p>		
<p><b>I. PERSONAL PROTECTIVE EQUIPMENT</b></p>		
<p>1. The school has secured sufficient supply of personal protective equipment (PPEs) for learners and school personnel.</p>		
<p>a. 1:1 Face mask to Person (daily) ratio</p>		
<p>b. 1:1 Face shield to Person ratio</p>		





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c. 1:1 Toothbrush and Toothpaste to Learner ratio (K-6 learners)		
d. 1:1 Bar of soap to Learner ratio enough for 5x of handwashing per day (K-6 learners)		
e. Availability of emergency health kits that include PPEs and other needed supplies and materials in the school clinic		
f. Availability of PPEs for COVID-19 team members, health personnel, and maintenance, and security guards		
2. The school has secured adequate supply of face masks, face shields, and/or other COVID-19 protective gears for learners.		
a. 1:1 Replacement of lost and damaged PPE to Person ratio		
3. The school has ensured that the available sanitation and disinfection materials are approved by the Philippine Food and Drug Administration (FDA) such as:		
a. Sodium hypochlorite recommended ratio of 0.1% (1000 ppm) by dissolving ½ tsp of chlorine or 2 g to 2L of clean water for regular disinfection, and recommended ratio of 0.5% (5000 ppm) for body fluids by dissolving 1 tbsp of chlorine or 10 g to 2L of clean water		
b. Ethanol in all surfaces at a recommended ratio of 70-90%, or		
c. Hydrogen peroxide in all surfaces at a recommended ratio of >0.5%		
4. The school has secured sufficient supply of sanitation and disinfection materials for strategic school locations.		
a. 1:1 bottle of hand-sanitizers/alcohol-based solutions/other disinfectants to restroom		
b. 1:1 bottle of hand-sanitizers/alcohol-based solutions/other disinfectants to classroom		
c. 1:1 bottle of hand-sanitizers/alcohol-based solutions/other disinfectants to entrance/exit point		
5. The school has ensured PPE requirements, specifications, and standards for different types of COVID-19 management activities in accordance with DOH DM 2020-0176A.		







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a. Availability of medical mask and face shields for triage and screening of individuals in points of entry (for personnel in school entrances)		
b. Availability of medical mask, goggles or face shield, gloves, gown for caring for a suspected case of COVID-19 with no aerosol-generating procedure (for personnel in school clinics)		
c. Availability of respirator (N95 or FFP2), goggles or face shield, gloves, gown for caring for suspected/confirmed cases of COVID-19 with no aerosol-generating procedure for personnel in school clinics)		
d. Availability of full PPE for assisting in transporting passengers to a healthcare facility		
<b>II. COVID-19 CASE MANAGEMENT</b>		
1. The school has developed strategies to prevent COVID-19.		
a. Conduct of hand hygiene and temperature checks using a thermal scanner prior to entering the school		
b. Prioritization of non-face-to-face communications and coordination through available platforms and discouragement of entrance of school visitors and other external stakeholders		
c. Conduct of daily rapid health checks in the classroom		
d. Conduct of necessary disinfection activities especially in the areas of the school frequented by personnel or learners that tested positive		
e. Availability of surgical face masks and school clinic for further assessment of anyone who will show symptoms of COVID-19		
f. Establishment/setting-up/refurbishment of a school clinic to provide basic health services to all school-goers, such as: o Health assessment and physical examination, as needed o Appropriate intervention, first aid, or treatment o Proper management of symptoms, including rest at		





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<p>home</p> <p>o Referral and follow-up of learners, teachers, and personnel to appropriate facilities</p>		
<p>g. Designation of private screening area at the entrance where school-goers who show symptoms upon screening can be further examined, or referred</p>		
<p>h. Designation of separate space where sick school-goers who have been managed in the clinic can temporarily stay, awaiting referral to the appropriate health facility, without creating stigma</p>		
<p>i. Designation of clinic teachers(s) in absence of school health personnel, who shall provide basic health services and facilitate referral in coordination with the school health personnel at SDO, in absence of school-based health personnel</p>		
<p>j. Orientation to the clinic teacher by the school health personnel at the SDO for proper guidance on how to effectively run the school clinic</p>		
<p>k. Reiteration of protocols for learners, teachers, and personnel who manifest COVID-19 symptoms to not physically report to school and seek medical advice virtually if possible</p>		
<p>l. Record of students' health status and development, including immunization checks to prevent outbreak-prone vaccine-preventable disease (e.g., measles</p>		
<p>2. The school has identified strategies to detect COVID-19.</p>		
<p>a. Cooperation with the local health authorities in the tracing and quarantine of close contacts of confirmed cases of COVID-19 consistent with DOH guidelines</p>		
<p>b. Presence of the School DRRM Team who shall ensure that contact tracing activities, as required by the local health authorities, are initiated, and completed among the possible close contacts among DepEd personnel and learners</p>		







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<p>c. Close coordination with Epidemiology Surveillance Unit (ESU) officers per setting</p> <ul style="list-style-type: none"> <li>o DOH Regional ESU of reporting school</li> <li>o LGU City ESU/Provincial ESU/Municipal ESU of reporting school</li> <li>o DOH Regional ESU of identified case (place of residence)</li> <li>o LGU City ESU/Provincial ESU/Municipal ESU of identified case (place of residence)</li> </ul>		
<p>d. Development of a reporting system requiring parents to report to the school if their children are experiencing flu-like system, recommendation of testing to be done immediately with support and guidance from the LGUs</p>		
<p>e. Provision of health form to parents/guardians at the beginning of each school term confirming their child and/or family members do not have COVID-19 before being permitted to go to school to be submitted 24 to 72 hours prior to the start of school opening</p>		
<p>3. The school has developed strategies to isolate and treat COVID-19.</p>		
<p>a. Designation of rooms for isolation of students and personnel with fever and flu-like symptoms near the entrances</p>		
<p>b. Availability of transport vehicles from school to Temporary Treatment and Monitoring Facility (TTFM)</p>		
<p>c. Notification of family member/guardians of the learner, or family member of school personnel who show flu-like symptoms</p>		
<p>d. Immediate isolation and referral of the personnel/s or learner/s who show COVID-19 symptoms based on the severity for proper management and appropriate testing</p>		
<p>e. Provision of necessary emergency care to the personnel or learner following precautionary measures, by the health personnel or designated clinic teacher</p>		
<p>f. Referral/full disclosure of the case to the identified health authority (e.g., barangay health station, rural health unit) for further evaluation or referral to a hospital if needed</p>		





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g. Strict observance of advice from health authorities including possibility of home quarantine or isolation in a quarantine facility or confinement		
h. Report of the close follow-up of the attending/assigned school health personnel or designated clinic teacher with the condition of the identified learner/personnel to the SDO School health and Nutrition Unit/Section, as required by existing reporting mechanisms		
i. Strict compliance of learners and personnel who have tested positive for COVID-19 to not return to school without clearance from medical authorities		
j. Monitoring and provision of necessary support of the School Head (SH) to all cases (close contacts, suspect, probable, confirmed)		
k. Coordination of SH to all cases with DepEd school health personnel and local health authorities		
l. Coordination of SH with the SDO in ensuring continuity of teaching and learning in line with the school's contingency plan		
m. Strict observance of provision of Section IV.A (Screening of Returning Personnel and Learners and Testing Protocol) of the Specific Measures for COVID-19 Prevention and Mitigation in Schools (Enclosure No. 2 to DepEd Order No. 014, s. 2020) before the participation of COVID-19 infected learners or personnel in the face-to-face classes		
4. The school has developed strategies in providing psychosocial support to the learners, teachers, and personnel.		
a. Allotment of time and preparation of modules on Mental Health to be facilitated by their respective classroom advisers or designated teachers		
b. Designation of trained teachers who will facilitate activities fostering Mental Health such as mental health topics, nature of COVID-19, and preventive measures (WASH, physical distancing, etc.)		







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<p>c. Setting up of an operational Guidance Office that is staffed by a registered guidance counselor (RGC) or a designated guidance associate (not an RGC but is trained on MHPSS and is capable of effective referral) every school day, to provide basic mental health services to learners, teachers, and personnel who may need such services</p>		
<p>d. Availability of a hotline/online platform in the SDOs to provide counseling services to learners, teachers, and personnel who require counseling services, in absence of an RGC</p>		
<p>e. Provision of specialized psychosocial support to learners, teachers and personnel who are confirmed to be positive, under isolation/ quarantine, and categorized as suspect and probable, through the Guidance Office using the DRRMS MHPSS materials as reference</p>		
<p>f. Establishment and contextualization of the inter-sectoral referral pathways to ensure that psychosocial needs of both the personnel and the learners are provided</p>		
<p>g. Engagement of parents, guardians, or any care providers of learners on taking care of mental health and creating a positive environment</p>		
<p>h. Coordination of mechanisms to ensure that the mental health and the basic needs of learners and personnel with pre-existing mental health conditions and special needs including neurologic and substance abuse disorders such as medications and other key services are provided</p>		
<p>i. Strict adherence to Republic Act No.10173 or the Data Privacy Act of 2012 in the provision of mental health services and referral</p>		
<p>j. Promotion of "school-life balance" through proper scheduling of schoolwork that will allow learners to enjoy quality time at home</p>		





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k. Mobilization of trained Psychological First Aid (PFA) providers of the schools to provide necessary mental health and psychosocial support to concerned personnel or learners		
5. The school has established a clear procedure of referral system for COVID-19 confirmed and suspected personnel and learners.		
a. Communication plan which includes coordination system with LGU for school personnel and learners who show flu-like symptoms		
b. Communication plan which includes a referral system for COVID-19 confirmed and suspected personnel and learners		
c. Flow chart of the referral system		
6. The school has established a clear contact tracing and quarantine system for close contacts of COVID-19 confirmed positive cases.		
a. Communication plan which includes coordination system with local health authorities in contact tracing and quarantine of close contacts of confirmed COVID-19 positive cases		
b. Communication plan which includes notification of family/parent(s)/guardian(s) of the concerned learner/s		
c. Flow chart of the contact tracing and quarantine system		
d. Contingency plan for school lockdown		
<b>III. INCLUDING THE MOST MARGINALIZED</b>		
1. The school has identified learners who are most vulnerable and disadvantaged in terms of access to learning as indicated in the eligibility of learners, such as inclusion of:		
a. indigent children		
b. out-of-school youth		
c. physically and mentally handicapped		
d. distressed individuals and families, including internally displaced persons (IDPs)		
e. low resourced students		
f. abandoned and neglected children		
g. street children		
h. children of former rebels		







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i. children living in conflict-affected areas and vulnerable communities (CVAS)		
j. children with disabilities and SPED students		
k. children from Geographically Isolated and Disadvantaged Areas		
2. The school has identified learners who are most vulnerable and disadvantaged in terms of access to learning as indicated in the eligibility of learners, such as inclusion of:		
a. Inclusion of learners who need assistive devices that do not require them to remove their face masks		
b. Coordination with partner agencies in the provision of assistive devices such as wheelchairs, cane, walkers, and others		
c. Ensured that parent/guardian of learners are informed that his/her child has their own assistive device during face-to-face classes		
3. The school has developed learning strategies to cater the needs of the disadvantaged learners such as modules in braille, mother-tongue languages, and usage of Filipino Sign Language.		
4. The school has ensured participation in school-based services which includes but is not limited to feeding and nutrition programs, immunizations, Mental Health and Psychosocial Support (MHPSS), prevention of Violence against Children (VAC) (i.e., bullying from social stigma) and other health services.		
5. The school has established close coordination with the Department of Social Welfare and Development (DSWD) Case Managers of those learners who are marginalized; Other partner agencies and organizations such as National Council on Disability Affairs (NCDA).		
6. The school has coordinated with their respective local government units with the implementation of routine school-based immunization (SBI) and other school health-related services such as but not limited to deworming and weekly iron-folate acid supplementation (WIFA).		





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a. Routine implementation of SBI together with school health services among target learners		
b. Facilitation of the completion of routine immunizations through regular immunization mechanisms available through the National Immunization Program (NIP)		
c. Routine immunization card checks through the school nurse or the designated clinic teachers to ensure that children entering schools have completed their routine immunization (i.e., 3 doses of Polio and DPT-HepB-Hib vaccines, and two doses of Measles-containing vaccines) in the community		
d. Referral of learners who have not completed their routine infant vaccines to the nearest LGU/private pediatrician for catch-up vaccination		
e. Participation in intensive health promotion campaign activities/supportive-policies that shall be instituted by schools in collaboration with their local health offices to maintain optimal health-seeking behaviors of learners and other community members		
<b>D. HOME-SCHOOL COORDINATION</b>		
1. The school has developed a plan in coordinating with the Barangay Local Government Unit (BLGU) or the Barangay Health Emergency Response Team (BHERT) in ensuring that protocols are observed properly.		
a. Operationalization of the Preventative Alert System in Schools (PASS) for COVID-19 (per DepEd Memorandum No. 15, s. 2020)		
2. The school has developed a strategy in orienting parents on health protocols and safety measures.		
a. Safe drop-off and pick-up procedures		
b. Safety precautions and preventive measures while commuting [e.g., wearing of proper face masks and face shields, refrain from talking and eating while in public transportation, ensure adequate ventilation,		







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frequent and proper disinfection, appropriate physical distancing]		
c. <b>Safety precautions and preventive measure upon entering the school premises</b>		
3. <b>The school has identified a designated waiting area with proper ventilation for parents/guardians.</b>		
<b>Number of Fully Vaccinated Male Teaching Personnel</b>		
<b>Number of Fully Vaccinated Female Teaching Personnel</b>		
<b>Number of Vaccinated (1st Dose Only) Male Teaching Personnel</b>		
<b>Number of Vaccinated (1st Dose Only) Female Teaching Personnel</b>		
<b>Number of Fully Vaccinated Male Non-Teaching Personnel</b>		
<b>Number of Fully Vaccinated Female Non-Teaching Personnel</b>		
<b>Number of Vaccinated (1st Dose Only) Male Non-Teaching Personnel</b>		
<b>Number of Vaccinated (1st Dose Only) Female Non-Teaching Personnel</b>		

**General Recommendations for Compliant School**

**General Recommendations for Non-Compliant School**





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<b>Presented by</b>  _____ Name and Signature of School Head  _____ School F2F Focal Person  _____ Alternate, School F2F Focal Person	<b>Inspected by</b>  _____ Name and Signature of Division Validation Team  _____ Name and Signature of District Validation Team
<b>Approved by</b>  <b>CHERRY MAE L. LIMBACO-REYES</b> Schools Division Superintendent	
<b>Date Approved</b>	
<b>Date on the Issuance of Safety Seal</b>	







Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO

0384

*Cmdr*

*2/23/22*

Office of the Regional Director

February 23, 2022

*Solio  
co/chain RDC Neg*

*ASDS*

REGIONAL MEMORANDUM  
No. 115, s. 2022

**IMPLEMENTING GUIDELINES OF THE SAFETY SEAL CERTIFICATION  
PROGRAM OF REGION X FOR THE EXPANDED IMPLEMENTATION  
OF THE LIMITED FACE-TO-FACE CLASSES**

To: Assistant Regional Director  
Schools Division Superintendents  
All Others Concerned

1. Section 15 Article II of the 1987 Philippine Constitution mandates that the State shall protect and promote the right to health of the people and instill health consciousness among them.
2. The Department of Health and the Department of Education issued Joint Memorandum Circular No. 01, s. 2021 on September 27, 2021. The memorandum circular provides guidance on the mechanisms and standards on the resumption of face-to-face classes. The guidelines also cover the roles and responsibilities of stakeholders across governance to ensure effective, efficient, and safe implementation of the limited face-to-face classes and improve the learning outcomes during the COVID-19 pandemic.
3. To streamline the compliance of all schools in the re-opening of the classes through the limited face-to-face modality with the minimum public health standards indicated in the joint memorandum circular, the following guidelines are hereby promulgated to guide the schools division offices and schools in Region 10 on the grant of and retention of the Safety Seal certification.
4. The Safety Seal Certification program of DepEd Region 10 aims to:
  - a) assure the stakeholders and the various governance levels of DepEd of the schools' compliance with the minimum health standards set by the DepEd and DOH; and,
  - b) safely re-open the limited face-to-face classes.



5. The Safety Seal affirms that a school has been found compliant with the minimum public health standards set by the government. The seal shall be displayed conspicuously at all entrance points according to prescribed dimensions.
6. The Safety Seal shall be valid for one (1) year and shall be renewable subject to the continued compliance with the eligibility requirements set forth herein.
7. The Safety Seal shall indicate the Issuing Authority, i.e., the schools division office, Date of Issuance, Safety Seal Number, and must be verifiable with the schools division office. The SDOs shall keep a record of the schools issued with the Safety Seal. The Safety Seal may be issued in printed or digital form. The digital Safety Seal may be sent by the SDOs through electronic mail or downloaded to their respective SDO website.
8. The minimum eligibility requirement to qualify for the Safety Seal Certification is full compliance with the School Safety Assessment Tool. The School Safety Assessment Tool has been developed based on the agreements between the DepEd and the DOH.
9. The SDOs shall develop checklists that will enumerate the eligibility requirements in an easy-to-understand format.
10. The SDOs may establish a microsite, a dedicated page in the SDOs website, which shall contain the following information:
  - a) Implementing Guidelines of the Safety Seal Certification Program
  - b) Contact Details of Inspection Teams created by the SDO
  - c) Downloadable School Safety Assessment Tool
  - d) List of All Schools Issued with Safety Seal, including status (Active, Revoked, Reinstated)
  - e) Complaint Hotlines
  - f) Request Form for reassessment or Reinstatement of Safety Seal
11. The Information Officer of the SDO shall regularly disseminate updates on the program which may include featuring model schools awarded with the Safety Seal. The Information Officer shall likewise come up with information and advocacy campaigns about the program to comply with the minimum public health standards.
12. Certification Procedures
  - a) By Application
    - i. The schoolhead shall download from the SDO website or secure from the SDO the appropriate checklist and perform self-assessment.
    - ii. If self-assessment is favorable, the schoolhead shall then contact the SDO to schedule an inspection.
    - iii. The SDO shall validate the compliance status using the school safety assessment tool.



- iv. If found to be compliant, the SDO may proceed with the inspection.
- v. After the inspection, the inspector/inspection team shall inform the schoolhead of the inspection result and next steps.
  - (a) If the school is compliant, the schoolhead shall be informed on how the Safety Seal will be provided.
  - (b) If the school is found lacking in any of the eligibility criteria, the schoolhead shall be advised to correct the deficiencies and apply for reassessment. The SDO shall provide technical assistance in the compliance of the lacking requirements.

b) By Visit (From Regular Monitoring)

- i. During regular monitoring of schools, the inspection team shall also check whether the school is eligible for the Safety Seal Certification
  - ii. Upon determining compliance with Safety Seal certification, the inspection team shall inform the schoolhead of the school's eligibility and how the Safety Seal sticker will be obtained.
  - iii. If deficiency/ies is/are found, the schoolhead shall be advised to correct the deficiencies and apply for reassessment. The SDO shall provide technical assistance in the compliance of the lacking requirements.
13. The external stakeholders of the school may report non-compliance with the minimum public health standards by the school granted the Safety Seal with the following:

<b>Governance Level</b>	<b>Complaint Hotline/s</b>
Regional Office	Public Assistance Hotline (GLOBE) 0916 659 0690 (SMART) 0947 609 9537
Schools Division Office	To be posted online and disseminated to all schools within its jurisdiction.

14. Complaints received by the Regional Office shall be referred to the SDO issuing the certification.
15. The Safety Seal may be renewed not earlier than one (1) month before the expiration. To renew:
- a) The school shall contact the Issuing Authority to schedule an inspection.
  - b) The SDO shall inspect the establishment to verify continued compliance with the eligibility requirements.
  - c) If the establishment is found to be fully compliant, the SDO shall issue a new Safety Seal.
  - d) If the establishment is found to have deficiencies, the schoolhead shall be advised to correct the deficiencies within and apply for reassessment.

The SDO shall provide technical assistance in the compliance of the lacking requirements.

16. The Safety Seal may be revoked *motu proprio* by the SDO or through a valid complaint. The complaint must state:
  - a) name and location of the school;
  - b) particular public health standard violated or a substantial description thereof;
  - c) name and contact number of complainant;
  - d) supporting proof (e.g., photos, videos).
17. Should the school granted with the Safety Seal be found non-compliant with any of the minimum public health standards;
  - a) A Notice to Explain (NTE) shall be issued by the SDO
  - b) The NTE should be answered within forty-eight (48) hours and submitted to the SDO. Alternatively, the school may comply within the same period and attach proof of compliance with the NTE.
  - c) Should the explanation be found lacking or the school fails to comply, the SDO shall recall the Safety Seal.
18. Revocation of the Safety Seal Certification shall not automatically result in the suspension of the school's operations.
19. In case the violation pertains to any of the minimum public health standards, the school shall be given another seventy-two (72) hours from the time the Safety Seal is revoked to implement corrective actions. If the school still fails to correct the deficiency after this period, disciplinary actions may be ordered by the SDO until corrective actions have been implemented.
20. Schools with revoked Safety Seal may be reinstated in accordance with the following:
  - a) Submission to the SDO of a request for reinstatement complete with proof of full compliance with the minimum public health standards.
  - b) Conduct of an inspection by the SDO to verify compliance.
21. The SDOs may collaborate with their respective local counterparts of the DILG in the implementation of the safety seal certification program pursuant to DILG's mandate.
22. If any clause, provision, paragraph, or part thereof shall be declared invalid or not aligned with issuances from the DepEd Central Office, such judgment shall not affect, invalidate or impair any other part hereof but such judgment shall be merely confined to the clause, provision, paragraph or part directly involved in the controversy in which judgment has been rendered.
23. These Guidelines shall take effect immediately.



24. For concerns and clarifications, please contact the regional and divisional focal persons on Limited Face-to-Face Classes.
25. Immediate and wide dissemination of this Memorandum is desired.

**DR. ARTURO B. BAYOCOT, CESO III**  
Regional Director

p.p.

  
**DR. VICTOR DE GRACIA, JR, CESO V**  
Assistant Regional Director

Enclosure: none

*\*IMPLEMENTING GUIDELINES OF THE SAFETY SEAL CERTIFICATION PROGRAM OF REGION X FOR THE EXPANDED IMPLEMENTATION OF THE LIMITED FACE-TO-FACE CLASSES*

ESSD/mgdt