



Republic of the Philippines  
**Department of Education**  
REGION X  
DIVISION OF CAGAYAN DE ORO CITY

155  
DEP-DIVISION OF CAGAYAN DE ORO CITY  
CAGAYAN DE ORO CITY  
**RELEASED**  
DATE: APR 26 2022  
BY: [Signature]

**Office of the Schools Division Superintendent**

April 25, 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 Regional Memorandum No. 242 s.2022 on the Readiness Assessment Checklist for Progressive Expanded Face-to-Face Classes of Public and Private Schools for your information and guidance.

The following issuance can also be accessed from <https://tinyurl.com/cdopvmemossat>

- 1) DepEd Order No. 017 s.2022 - Guidelines on the Progressive Expansion of Face to Face Classes
- 2) DOH DepEd Joint Memorandum Circular No. 001 s.2022
- 3) DepEd Memo No. 030 s.2022 - Dissemination off the Revised School Safety Assessment Tool for the Progressive Expansion of the Face to Face Classes

Thank you.

Very truly yours,

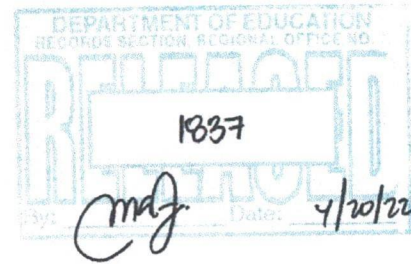
  
**CHERRY MAE L. LIMBACO-REYES**  
Schools Division Superintendent



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



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



April 19, 2022

REGIONAL MEMORANDUM  
No. 242, s. 2022

READINESS ASSESSMENT CHECKLIST FOR PROGRESSIVE EXPANDED FACE-  
TO-FACE CLASSES OF PUBLIC AND PRIVATE SCHOOLS

To: Schools Division Superintendents  
Assistant Schools Division Superintendents  
School Governance and Operations Division Chiefs  
Private School Coordinators  
All Others Concerned

1. Regarding **DepEd Order No. 017, s. 2022** titled **Guidelines on the Progressive Expansion of Face to Face Classes**, attached is the checklist on the Progressive Expansion of Face to face Classes to provide guidance to schools on the mechanisms and standards of the Face to Face classes as well as details on the requirement, preparations, and procedure in the implementation to ensure their effective, efficient, and safe implementation.
2. This Readiness Assessment Checklist for Progressive Expanded Face to Face Classes is anchored on the same shared responsibility principle which was introduced and adopted during the pilot implementation as reflected in the DepEd-DOH Joint Memorandum Circular (JMC) No. 7, s. 2027 titled, *Operational Guidelines on the Implementation of Face to Face Learning Modality*.
3. Schools Division Offices shall establish an SDO Composite team to oversee the implementation of face to face classes and validate the results of the accomplished School Safety Assessment Tool submitted by public and private schools and recommend the list of eligible schools for conferment of Safety Seal prior to endorsement to the Regional Office.
4. The Regional Composite Team shall validate the documents submitted by the Schools Division Offices for the expansion phase and provide relevant technical assistance needed.
5. This Readiness Assessment Checklist shall apply only to public and private schools with existing recognition or permit to operate. New applicants for a permit to operate shall be guided by DO No. 088, s. 2010 titled **2010 Revised Manual of Regulations for Private Schools in Basic Education**.





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**Office of the Regional Director**

6. For any clarifications or inquiries, all concerned may contact the **Quality Assurance Division** through email at [qad.region10@deped.gov.ph](mailto:qad.region10@deped.gov.ph).
7. Immediate and wide dissemination of this Memorandum is desired.

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

ATCH: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

POLICY      SCHOOLS      FACE TO FACE

QAD/noel





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

January -December 2022  
January 2023  
January 2024

QA-FF-517A

**Assessment Checklist on the Readiness to Open for  
Progressive Expanded Face-to-Face Classes**

(Per Deped Order No. 17, s. 2022)

Check Box	Areas of Assessment
<input type="checkbox"/>	1. School is located under Level I/II areas based on periodic risk assessment by the Department of Health (DOH)
<input type="checkbox"/>	2. Letter of intent
<input type="checkbox"/>	3. Implementation Plan ( <i>Shared Responsibility principle between DOH and DepED</i> )
<input type="checkbox"/>	a. Safe Operations
<input type="checkbox"/>	b. Teaching and learning
<input type="checkbox"/>	c. Including the Most Marginalized
<input type="checkbox"/>	d. Well-being and protection
<input type="checkbox"/>	4. Contingency Plan for closing and reopening the school in case of COVID-19 resurgence
<input type="checkbox"/>	5. Accomplished School Safety Assessment Tool (SSAT). ( <b>YES to all indicators</b> )
<input type="checkbox"/>	6. Secured concurrence with the Local Government Unit (LGU)
<input type="checkbox"/>	7. Affidavit of Undertaking
<input type="checkbox"/>	8. Annexes
<input type="checkbox"/>	a. Barangay Support
<input type="checkbox"/>	b. School Board Support
<input type="checkbox"/>	c. Parents Support

Prepared by:

Action taken:

- Recommended for validation/approval  
 Recommend to defer operation  
 Others (Specify)

Processed by:

Reviewed by:

Education Program Supervisor  
Quality Assurance Division  
Processor

**ROGELIO C. EVANGELISTA**  
Chief, QAD

Recommending Approval:

**APPROVED:**

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

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