



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

**Office of the Schools Division
Superintendent**

March 23, 2020

DIVISION MEMORANDUM

No. 150 s. 2020

**OPERATIONAL WORK GUIDELINES FOR SDO FUNCTIONAL DIVISIONS IN RESPONSE
TO WORSENING COVID-9 THREAT**

To: ASDS
CID/SGOD CHIEF
EDUCATION PROGRAM SUPERVISORS
PSDSs/OIC PSDSs
SCHOOL HEADS
ALL CONCERNED

- I. To ensure continuity in the delivery of SDO's basic services and priority programs and to uphold consistency of actions of each personnel operational work guidelines have been issued by each functional division.
- II. Hereto attached are the above-mentioned operational guidelines for your information, guidance and implementation. Should there be clarification, refer your concerns/issues directly to the office concerned.
- III. This memorandum takes effect immediately upon issuance.
- IV. Immediate dissemination of this Memorandum is desired.


BIANITO A. DAGATAN EdD, CESO V
Schools Division Superintendent



Section/Unit	Issues and Concerns	Actions
CID	FIELD ACTIVITIES – SCHOOL/DISTRICT MONITORING	SUSPENDED UNTIL FURTHER NOTICE
	CHECKING OF FORMS	SUSPENDED UNTIL FURTHER NOTICE
	RECRUITMENT PROCESS OF T1 APPLICANTS (INTERVIEW, DEMO, SKILLS TEST, & EPT)	SUSPENDED UNTIL FURTHER NOTICE
	GRADUATION EXERCISES	APRIL 13-17, 2020 SUBJECT TO CHANGE/CANCELLATION THRU PTA RESOLUTION OR DEPED MEMO.
	TRAININGS ORGANIZED/TO BE CONDUCTED	SUSPENDED UNTIL FURTHER NOTICE
	NATIONAL ACHIEVEMENT TEST	SUSPENDED UNTIL FURTHER NOTICE
	SUMMER REMEDIATION CLASSES	SUSPENDED UNTIL FURTHER NOTICE / WAIT FOR NEW DEPED MEMO
	KINDERGARTEN CATCH UP PLAN	SUSPENDED UNTIL FURTHER NOTICE / WAIT FOR NEW DEPED MEMO
	CRAFTING OF ACTION RESEARCH	HOME BASED
	IF, ENHANCED COMMUNITY QUARANTINE WILL BE ENFORCED, ARE THERE EPSvr REPORTING TO THE SDO AS PART OF THE SKELETAL FORCE?	NO, BECAUSE ALL ACTIVITIES MENTIONED-ABOVE ARE SUSPENDED, THEIR PRESENCE ARE NO LONGER NEEDED BUT ARE REQUIRED TO DO HOME BASED ACTIVITIES LIKE, DEVELOPMENT OF ACTION RESEARCH AND ETC. TECHNICAL ASSISTANCE NEEDED FROM THESE EPSvr CAN BE DONE ONLINE, TEXT, EMAIL AND MESSENGER. ALL EPSvr MUST BE ON CALL STATUS.
	IF, ENHANCED COMMUNITY QUARANTINE WILL BE ENFORCED, ARE PSDSs REQUIRED TO REPORT TO DISTRICT OFFICES?	NO, MONITORING ACTIVITIES CAN BE DONE ONLINE. REPORTS SHALL BE SUBMITTED ONLINE THRU EMAIL AND MESSENGER. ALL PSDSs MUST BE ON CALL STATUS.

Section/Unit	Issues and Concerns	Actions
ASDS – MAAM SALAMANCA	PROCUREMENT PROCESS PARTICULARLY ON THE ABSENCE OF PHILGEPS REGISTERED STORES IN THE LOCALITY	SUSPEND PROCUREMENT PROCESS FOR NON EMERGENCY SUPPLIES. FOR EMERGENCY SUPPLIES (FOR COVID 19 IDENTIFIED HEALTH KITS), COORDINATE WITH LGUs ON WHERE TO PURCHASE.
	TRAININGS AND CAMPINGS WITH BSP AND GSP AND OTHER ACTIVITIES	SUSPENDED UNTIL FURTHER NOTICE

Section/Unit	Issues and Concerns	Actions
SGOD	IF ENHANCED COMMUNITY QUARANTINE SHALL BE IMPLEMENTED, ARE THERE SGOD PERSONNEL MANDATED TO REPORT DAILY?	YES, TWO PERSONNEL PER DAY. EXCEPT FOR MR. VIGONTE – DRRM AND DR. LUMAAD – MED OFFICER WHO ARE ON CALL
	WHAT SGOD SERVICES TEMPORARILY SUSPENDED AS OF MARCH 23, 2020 UNTIL COMMUNITY QUARANTINE WILL BE LIFTED?	PHYSICAL FACILITIES: <ul style="list-style-type: none"> - REQUEST FOR DEMOLITIONS - REQUEST FOR CUTTING OF TREES - REQUEST FOR CLASSROOMS - REQUEST FOR REPAIRS - REQUEST FOR VALIDATIONS
		PLANNING AND RESEARCH: <ul style="list-style-type: none"> - SUBMISSION OF RESEARCH PROPOSALS AND OTHER RESEARCH RELATED TRANSACTIONS
		SOCIAL MOBILIZATION: <ul style="list-style-type: none"> - SUBMISSION OF MOAs/MOUs AND OTHER PARTNERSHIP RELATED TRANSACTIONS EXCEPT ON COVID 19 RELATED MOAs/MOUs. - SUBMISSION OF SEF TRANSACTIONS
		MONITORING AND EVALUATION: <ul style="list-style-type: none"> - SUBMISSION OF FORM 9 - SUBMISSION OF TUITION FEE (INCREASE AND NON INCREASE) - PERMIT TO OPEN AND OPERATE AND GOVERNMENT RECOGNITION - ONSITE INSPECTION
		SCHOOL HEALTH AND NUTRITION: <ul style="list-style-type: none"> - MEDICAL CLEARANCES SHALL BE SUBMITTED ONCE COMMUNITY QUARANTINE SHALL BE LIFTED
		HRLD: <ul style="list-style-type: none"> - SUBMISSIONS OF TRAINING DESIGNS, ACR/PCR, SERVICE CREDITS, PERMIT TO CONDUCT

		<p>RESEARCH AND STUDY, MOAs AND OTHER TRANSACTIONS</p>
		<p>YFD:</p> <ul style="list-style-type: none"> - ALL TRANSACTIONS ARE DEFERRED
	<p>WHAT SERVICES SHALL CONTINUE DESPITE THE ONGOING COMMUNITY QUARANTINE?</p>	<p>PHYSICAL FACILITIES:</p> <ul style="list-style-type: none"> - MONITORING OF ONGOING PROJECTS - PARTIAL AND FINAL INSPECTIONS - INSPECTIONS FOR PUNCHLISTING - VALIDATION OF SCHOOLS HIT BY CALAMITIES OR NEEDING QUICK RESPONSE FUNDING - ONGOING REPAIRS BY CONTRACTORS SHALL CONTINUE, HOWEVER SHALL OBSERVE SOCIAL DISTANCING - REQUEST FOR WORK STOPPAGE BY THE CONTRACTOR WILL BE SUBJECT TO THE SUBMISSION OF THE FF.: A) LETTER REQUEST BY THE CONTRACTOR FOR STOPPAGE, B) CERTIFICATION FROM THE SUPPLIER IF MATERIALS CANNOT BE TRANSPORTED/ NON AVAILABILITY OR CERTIFICATION FROM THE CONTRACTOR THEIR LABORERS ARE STRANDED IN THEIR PLACE OF RESIDENCE. - ALL PERSONNEL ON CALL
		<p>PLANNING AND RESEARCH:</p> <ul style="list-style-type: none"> - TECHNICAL ASSISTANCE THRU ONLINE TRANSACTIONS LIKE, END OF SCHOOL YEAR TRANSACTIONS. - ALL PERSONNEL ON CALL
		<p>SOCIAL MOBILIZATION:</p> <ul style="list-style-type: none"> - TECHNICAL ASSISTANCE ONLINE. - ALL PERSONNEL ON CALL
		<p>MONITORING AND EVALUATION:</p> <ul style="list-style-type: none"> - TECHNICAL ASSISTANCE ONLINE. - ALL PERSONNEL ON CALL
		<p>HRLD:</p>

		<ul style="list-style-type: none"> - TECHNICAL ASSISTANCE ONLINE. - ALL PERSONNEL ON CALL
		<p>YFD:</p> <ul style="list-style-type: none"> - TECHNICAL ASSISTANCE ONLINE. - ALL PERSONNEL ON CALL
		<p>SCHOOL HEALTH AND NUTRITION:</p> <ul style="list-style-type: none"> - TECHNICAL ASSISTANCE ONLINE. - ALL PERSONNEL ON CALL
	<p>WHAT ARE TO BE DONE FOR LETTER REQUEST FROM LGUs TO USE SCHOOLS / CLASSROOMS AS QUARANTINE FACILITY/ROOM?</p>	<p>FOR THOSE LGUs WITH LETTER REQUEST SUBMITTED ALREADY AND ENDORSED TO THE REGIONAL OFFICE, THE PSDS SHALL:</p> <ul style="list-style-type: none"> - ISSUE CERTIFICATION THAT THERE IS NO OTHER QUARANTINE FACILITY AVAILABLE IN THE LOCALITY. (TEMPLATE PROVIDED THRU DIVISION MEMO) - ASK CERTIFICATION FROM RHU THAT THE SCHOOL/ROOM MEETS THE STANDARD AS QUARANTINE FACILITY. (TEMPLATE PROVIDED THRU DIVISION MEMO) - SUBMITS TO SDO ONLINE THRU WORKCHAT GROUP OR EMAIL @ deped.bohol@deped.gov.ph. <p>FOR THOSE LGUs WHO HAVE NOT SUBMITTED YET AND HAS PLANNED TO USE SCHOOLS/CLASSROOMS AS QUARANTINE FACILITY/ROOM, THE PSDS SHALL:</p> <ul style="list-style-type: none"> - REQUEST LGU TO WRITE A LETTER ADDRESSED TO RD SALUSTIANO T. JIMENEZ - ISSUE CERTIFICATION THAT THERE IS NO OTHER QUARANTINE FACILITY AVAILABLE IN THE LOCALITY. (TEMPLATE PROVIDED THRU DIVISION MEMO) - ASK CERTIFICATION FROM RHU THAT THE SCHOOL/ROOM MEETS THE STANDARD AS QUARANTINE FACILITY. (TEMPLATE PROVIDED THRU DIVISION MEMO)

		<ul style="list-style-type: none"> - SUBMIT THE LETTER REQUEST FROM LGU WITH THE TWO ABOVE-MENTIONED CERTIFICATION VIA ONLINE THRU WORKCHAT GROUP OR EMAIL @ deped.bohol@deped.gov.ph.
	FOR ISSUES AND CONCERNS REGARDING COVID 19 AND OTHER HEALTH RELATED ISSUES..	REFER TO THE SCHOOL HEALTH AND NUTRITION UNIT THRU DR. LUMAAD OR OTHER HEALTH PERSONNEL

Section/Unit	Issues and Concerns	Actions
ADMIN SUPPORT SERVICES		
MR. FERMIN M. ALBUTRA – AO V	PROCESSING OF LOANS AND OTHER CLAIM BENEFITS TO PAG-IBIG	SUSPENDED UNTIL FURTHER NOTICE
	PROCESSING OF GSIS GFAL AND TOP-UP LOANS	SUSPENDED UNTIL FURTHER NOTICE
	PROCESSING OF GSIS CONSOLIDATED LOANS	CONTINUE, BUT NO NEED TO SUBMIT PAYSLIP TO SDO, IT WILL BE THE REGIONAL OFFICE WHO WILL VERIFY THRU THE RECORDS LOAN APPLICANTS MAY SEND PRIVATE MESSAGE / MESSENGER TO THE ACCOUNT OF MR. FELIPE B. PLATINO JR. TO FOLLOW UP AFTER 3 DAYS
	PROCESSING OF GSIS CALAMITY / EMERGENCY LOAN	NO ADVICE YET FROM THE GSIS, WAIT FOR FURTHER NOTICE
	WITHDRAWAL/RELEASING OF BIR FORM 2316 – WITHHOLDING TAX FORM	WAIT FOR FURTHER NOTICE, RELEASING WILL BE AFTER COMMUNITY QUARANTINE
	REQUEST FOR CERTIFICATION FOR PURPOSES OF PAG-IBIG AND GSIS MERGING OF NAMES	SUSPENDED UNTIL FURTHER NOTICE
DPSU	PROCESSING OF PAYROLL ADJUSTMENT DUE TO STEP INCREMENT AND PROMOTION	WAIT FOR FURTHER NOTICE PROCESSING WILL BE AFTER COMMUNITY QUARANTINE
	PROCESSING OF PAYROLL INCLUSION FOR NEWLY HIRED PERSONNEL	WAIT FOR FURTHER NOTICE PROCESSING WILL BE AFTER COMMUNITY QUARANTINE
	SUBMISSION OF FORM 7 FOR REGULAR SALARY CLAIMS AND DIVISION PAID PERSONNEL	SUBMIT ADVANCE SCANNED COPY THRU EMAIL TO THE FF.:

		<ul style="list-style-type: none"> - FOR ELEMENTARY – (APPROVED BY PSDS) irisfinalyn.ancog@deped.gov.ph - FOR SECONDARY – (APPROVED BY PRINCIPAL) hasmin.coloscoc@deped.gov.ph <p>AFTER COMMUNITY QUARANTINE PERIOD, HARDCOPY SHALL BE SUBMITTED TO SDO</p>
	SUBMISSION OF FIRST SALARY CLAIM AND SUBSTITUTE TEACHERS	ONGOING, BUT SUBMISSION UP TO THE RECEIVING OFFICER STATIONED AT THE MAIN DOOR OF THE SDO
	SUBMISSION OF SALARY DIFFERENTIAL DUE TO STEP INCREMENT AND PROMOTION	ONGOING, BUT SUBMISSION UP TO THE RECEIVING OFFICER STATIONED AT THE MAIN DOOR OF THE SDO
PROPERTY	SCHEDULE OF ANNUAL PHYSICAL CHECKING OF SCHOOL PROPERTIES	WAIT FOR FURTHER NOTICE SCHEDULE WILL BE AFTER COMMUNITY QUARANTINE
CASHIER	RELEASING OF PAYSLIP FOR THE MONTH OF MARCH	WAIT FOR FURTHER NOTICE. REASON: PAYSLIP ARE STILL AT THE REGIONAL OFFICE, IT CAN BE TRANSPORTED ONCE COMMUNITY QUARANTINE IS LIFTED.
	RELEASING OF SALARIES AND OTHER BENEFITS PROCESSED BY DPSU	ONGOING, PERSONNEL WILL BE NOTIFIED THRU ONLINE POSTING FOR FOLLOW UP – CALL THRU PHONE NUMBER 411-2544 LOOK FOR MR. VICTOR CIMENI
PERSONNEL	PROCESSING OF LEAVE ABROAD	SUSPENDED
	PROCESSING OF TEACHERS' LEAVE FOR MARCH PRIOR TO SUSPENSION OF CLASSES	ONGOING, BUT SUBMISSION UP TO THE RECEIVING OFFICER STATIONED AT THE MAIN DOOR OF THE SDO
	PROCESSING OF SICK LEAVE AND VACATION LEAVE FOR ALL NON TEACHING NOT COVERED OF HOME BASED	ONGOING, BUT SUBMISSION UP TO THE RECEIVING OFFICER STATIONED AT THE MAIN DOOR OF THE SDO
	PROCESSING OF MATERNITY LEAVE	ONGOING, BUT SUBMISSION UP TO THE RECEIVING OFFICER STATIONED AT THE MAIN DOOR OF THE SDO
	PROCESSING OF ERF (RECLASS)	ONGOING, BUT SUBMISSION UP TO THE RECEIVING OFFICER STATIONED AT THE MAIN DOOR OF THE SDO
	PROCESSING OF STEP INCREMENT (NOSI)	ONGOING, BUT SUBMISSION UP TO THE RECEIVING OFFICER STATIONED AT THE MAIN DOOR OF THE SDO

	PROCESSING OF APPOINTMENT (PROMOTION)	DEFERRED UNTIL COMMUNITY QUARANTINE IS LIFTED
	PROCESSING OF APPOINTMENT (NEWLY HIRED)	DEFERRED UNTIL COMMUNITY QUARANTINE IS LIFTED
	IF ENHANCED COMMUNITY QUARANTINE SHALL BE IMPLEMENTED, ARE THERE ADMIN PERSONNEL MANDATED TO REPORT DAILY?	YES. WITH THE FOLLOWING NUMBER OF PERSONNEL PER DAY: <ul style="list-style-type: none"> - PERSONNEL – 5 - RECORDS – 3 - PROPERTY – 2 - CASHIER – 3 - DPSU – 4 - PMU – 2 - ADMIN – 2

Section/Unit	Issues and Concerns	Actions
ACCOUNTING	PROCESSING OF NEWLY HIRED SALARIES	ONGOING
	PROCESSING OF SALARY FOR SUBSTITUTE TEACHER	ONGOING
	PROCESSING OF SALARY DIFFERENTIAL DUE TO STEP	ONGOING
	PROCESSING OF SALARY DIFFERENTIAL DUE TO PROMOTION	ONGOING
	PREPARATION OF ADVICE TO DEBIT ACCOUNT (ADA) FOR PS, MOOE AND CAPITAL OUTLAY	ONGOING
	RECEIVING AND ENCODING OF MOOE LIQUIDATIONS TO THE EFRS	ONGOING, NO FURTHER INSTRUCTION FROM COA TO RELEASE ADDITIONAL CASH ADVANCE WITHOUT LIQUIDATION
	PROCESSING OF FIDELITY BOND	WAIT UNTIL FURTHER NOTICE
	PROCESSING OF MOOE CLAIMS / REIMBURSEMENTS	ONGOING NO CIRCULAR FROM DBM TO EXTEND NCA VALIDITY
	SIGNING OF PURCHASE ORDER (PO)	ONGOING
	RELEASING OF SCHOOL MOOE ALLOCATION	ONGOING, NO CIRCULAR FROM DBM TO EXTEND NCA VALIDITY
	OPENING OF BANK ACCOUNTS FOR NON IUs	CURRENTLY SUSPENDED PER DEPED CENTRAL OFFICE INSTRUCTION

Section/Unit	Issues and Concerns	Actions
BUDGET	ALL ONGOING TRANSACTIONS FROM THE INTERNAL AUDIT SECTION(IAS):	OBLIGATE ALL TRANSACTIONS SUBJECT TO THE AVAILABILITY OF APPROPRIATIONS
	RELEASE OF CLOTHING ALLOWANCE FOR REGULAR PAYROLL AND DIVISION PAID PERSONNEL	WITHIN 4 TH WEEK OF MARCH
	RELEASE OF APRIL SALARY FOR REGULAR PAYROLL	WITHIN THE 1 ST WEEK OF APRIL
	RELEASE OF APRIL SALARY FOR DIVISION PAID PERSONNEL	WITHIN 2 ND WEEK OF APRIL
	RELEASE OF SALARY OF SUBSTITUTE TEACHERS	IF REQUEST SUBMITTED IN MARCH – RELEASE OF SALARY WILL BE IF REQUEST SUBMITTED IN AFTER APRIL 3 – RELEASE OF SALARY WILL BE ON
	RELEASE OF MIDYEAR BONUS	SUBJECT TO NEW DBM GUIDELINES FOR EARLY RELEASE. THE EXISTING GUIDELINES IS NOT EARLIER THAN MAY 15.
	PRIOR YEARS ACCOUNTS PAYABLE, SPECIFICALLY CAPITAL OUTLAY	REQUEST OF FUNDS SUBMITTED ALREADY TO DBM. FEEDBACK FROM DBM RO 7 - PENDING CLEARANCE FROM DBM CENTRAL OFFICE ACCOUNTS SHALL BE PAID IMMEDIATELY ONCE FUNDS ARE RECEIVED
	RELEASE OF MONETIZATION	REQUEST OF FUNDS SHALL BE SUBMITTED TO DBM RO 7 ON OR BEFORE MARCH 31, 2020 FOR ALL MEDICAL REASONS ONLY. (CUT-OFF OF APPLICATION WAS MARCH 13, 2020)
	SUBMISSION OF BUDGETARY REPORTS FROM IMPLEMENTING UNITS (IUs)	SUBMISSION OF REPORTS BY ADAS III OF IUs THRU EMAIL depedboholbudget@gmail.com