



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

Office of the Schools Division Superintendent

May 26, 2020

DIVISION MEMORANDUM
No. 194, s. 2020

**PROTOCOLS IN THE OPENING OF CLASSES FOR
PRIVATE SCHOOLS IN REGION VII**

TO: Assistant Schools Division Superintendents
Chiefs- CID & SGOD
Public Schools District Supervisors/Acting PSDSs
School Heads/Principals of Public Elementary and Secondary Schools
All Others Concerned

1. Attached please find is Regional Memorandum No. 0259, s. 2020 entitled: ***“Protocols in the Opening of Classes for Private Schools in Region VII”*** which is self-explanatory.
2. In view of this development, all private schools are requested to submit your documents to this Office for endorsement to the Regional Director.
3. Immediate dissemination and compliance of this Memorandum is desired.


BIANITO A. DAGATAN, Ed.D., CESO V
Schools Division Superintendent 

SGOD/dvd



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Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

SCED
- For immediate
dissemination
AS/SP/20

Office of the Regional Director

MAY 22 2020

REGIONAL MEMORANDUM

No. **0259**, s. 2020

**PROTOCOLS IN THE OPENING OF CLASSES FOR
PRIVATE SCHOOLS IN REGION VII**

TO : Schools Division Superintendents
Heads of the Private Elementary and Secondary Schools
All Others Concerned

1. The Department of Education (DepEd) has announced the start of classes on August 24, 2020 for School Year 2020-2021 through DepEd Order No. 007, s. 2020 "School Calendar and Activities for School Year 2020-2021".

2. Consistent with the national directive and to ensure the effective implementation of the K to 12 Basic Education Curriculum, private schools under the area of jurisdiction of Region VII shall be guided by the following protocols :

2.1 Private schools may start classes earlier than the mandated opening of public schools provided within the period authorized by RA 7797, which is on the first Monday of June but not later than the last day of August;

2.2 No "face-to-face" will be allowed earlier than August 24, 2020;

2.3 Submit the list of requirements for schools adopting the Online Distance Learning, enclosed as Annex "A";



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DATE 5/22/2020

TIME 2:14 pm

SIGNATURE [Signature]



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REGION VII - CENTRAL VISAYAS

2.4 Submit to the Regional Office prior to the opening of classes the Learning Continuity Plan (LCP) showing the alternative delivery modes of learning, please refer to the attached template for uniformity, enclosed as Annex "B";

2.5 Undertaking that all requirements are complied with and they are responsible for whatever eventualities happened during implementation of the modality, enclosed template as Annex "C";

2.6 School's plan must be in compliance with the minimum health standards issued by the DepEd and consistent with guidelines of the Office of the President (OP), Inter Agency Task Force (IATF) and Department of Health (DOH);

2.7 Submit the School Calendar of the School for SY 2020-2021;

2.8 Most Essential Learning Competencies (MELCs) for all subjects may be made as a reference in the preparation of the school's Curriculum Implementation and Learning Management Plan. It can be downloaded and requested through the DepEd Region 7 website on HELPDESK.



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3. All private schools are encouraged to be updated with the current policies concerning school issues through teleconferencing, details will be posted at the DepED Region VII website (region7.deped.gov.ph).
4. Immediate dissemination of this Memorandum is desired.

SALUSTIANO T. JIMENEZ, J.D., E.d.D, CESO V

Director III
OIC-Regional Director

RDSTJ/ODir./ife
RM 2020 - Protocols Private Schools



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ANNEX "A"

REQUIREMENTS FOR SCHOOLS ADOPTING ONLINE DISTANCE LEARNING

	Stakeholder	Area Of Readiness	Particulars	Yes	No/ None
1	School	Governance	The school orients the teachers, parents and learners about the online policies and directions to ensure that everyone knows what to expect. (2)		
2	School	Platform and Support	The school has a Learning Management System (LMS) either subscription-based or internally developed. (1)		
3	School	Platform and Support	The school has technical expertise to run and support the platform. Their objective is ensure that the platform is operational 24x7. Technical expertise can be in-house OR outsourced OR combinations depending on the nature of the deployment. The more IN-HOUSE they host the platform, the higher the degree of the technical support personnel they will require. (1)		
4	School	Platform and Support	The school should have email facilities for all teachers and users. Note: <i>The school can outsource.</i> (1)		
5	School	Platform and Support	The school should have helpdesk personnel working under the platform champions whose main task will be to directly answer usage queries of both teachers and students. (1)		
6	School	Continuance	The school has a technology knowledge enhancement program wherein regular trainings or seminars are given to teachers, students and parents to make them embrace the technology. (2)		
7	School	Content	The school should ensure that complete and appropriate content for Quarter 1 is available in the platform. (1)		
8	School	Assessment	Together with the content, the school should ensure that proper assessment (quiz, exams etc.) are available in the platform. The same assessment should be regularly reviewed and updated. (1)		



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9	School	Teacher	The school has institutionalized the training and updating of teachers to be more technologically adept. (1)		
10	School	Teacher	Teachers have access to device and connectivity at the school. (1)		
11	School	Teacher	Teachers are well oriented on the DepED policies relating to online education and are able to freely access the same. (1)		
12	Learners	Parents	Parents have expressed willingness to submit their children to online distance learning. (1)		
13	Learners	Parents	Parents are willing to co-supervise, co-monitor the progress of their children's online learning. (2)		
14	Learners	Learners	Learners have access to the necessary resources in order to access the lessons (device, connectivity).		

Legend:

- 1 Requirement that **MUST** be available
- 2 possible



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ANNEX "B"

Letter Head of the School

LEARNING CONTINUITY PLAN

- I. Rationale
- II. Action Plan

Areas of Concern	Objectives	Activities/ Strategies	Timeline	Resource Requirement	Expected Outcomes
Pre-implementation					
Implementation					
Post Implementation					

Submitted by :

Signature over Printed Name
Position

Address of the School : _____

Contact No. : _____

Email Address : _____



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ANNEX "C"

UNDERTAKING

I, name, position/designation, representing name of the school, with address at address of the school, a duly registered school under the Department of Education (DepED) Region VII with Government Recognition No. _____ issued on _____ / Temporary Permit No. _____ issued on _____ (whichever is applicable), do hereby undertake the following :

1. Declare that the information made in the undertaking are true and correct;
2. Signify that compliance is made relative to the protocols and requirements set forth by authorities, to wit :
 - 2.1 School's Learning Continuity Plan (LCP)
 - 2.2 School Calendar for SY 2020-2021
 - 2.3 List of requirements on the Online Distance Learning
 - 2.4 Minimum health standards
 - 2.5 MELCs as reference

Further, declare that the school assumes responsibility and full accountability in whatever circumstances arising out of the implementation of the modality adopted.

Signature over Printed Name
School Address : _____



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