



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF AKLAN

February 9, 2022

DIVISION MEMORANDUM

No. 53, S. 2022

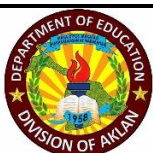
**CREATION OF DISTRICT COMPOSITE TEAM RELATIVE TO THE CONDUCT OF
SCHOOL SAFETY ASSESSMENT IN PREPARATION FOR THE EXPANDED
IMPLEMENTATION
OF FACE-TO-FACE LEARNING MODALITY**

**To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Senior/Education Program Specialist
Heads of Public Elementary/Integrated/Secondary Schools concerned
All Others Concerned**

1. Relative to Regional Memorandum No. 038, s. 2022 titled “Creation of the Regional Composite Team for the Implementation of the Expanded Phase of the Face-to-Face Classes”, all district offices are advised to create a District Composite Team Relative to the Conduct of School Safety Assessment in Preparation for the Expanded Implementation of Face-To-Face Learning Modality.
2. District Offices are advised to submit the list of their respective District Composite Team on or before February 14, 2022 to the Division Disaster Risk Reduction and Management Office Focal Person, Attention: CHARLIE I. URETA, Project Development Officer II.
3. Attached is the suggested composition of the District Composite Team, School Technical Working Group (TWG), Duties and Functions of the School Technical Working Group and Template for the School Implementation Plan.
4. Immediate and wide dissemination of this memorandum is desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

CIU



Poblacion, Numancia, Aklan
Tel/Fax No. (265 3740 | 265 3741 | 265 3743 | 265 3744)
Website: <http://www.depedaklan.org>
Email Address: aklan.1958@deped.gov.ph

SUGGESTED COMPOSITION OF DISTRICT COMPOSITE TEAM

District Composite Team

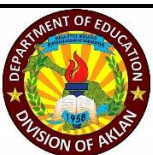
Chairperson - PSDS

Members - District DRRM Coordinator
District Wins/Health Coord/Nurse
District LR Coordinator
District Physical Facilities Coordinator
District Planning Coordinator
Master Teacher/Teacher Representative

School Technical Working Group (TWG)

Chairperson : School Head

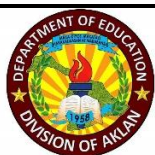
Members: School DRRM Coordinator
WinS/Health Coordinator/Nurse
LR Coordinator
School Physical Facilities Coordinator
Planning Coordinator
Master Teacher/ Teacher Representative
PTA President
Chairman, Barangay Committee on Education
Brgy. Health Emergency Response Team



DUTIES AND FUNCTIONS OF SCHOOL TECHNICAL WORKING GROUP

School Technical Working Group shall:

1. Lead in the crafting of the School Implementation Plan of the limited Face to face classes;
 2. Ensure the implementation of health and safety protocols during face to face classes;
 3. Submit the result of the School Safety Assessment to the District TA Team;
 4. Orient parents, community, barangay officials, civil society organizations and other parents about the limited face to face classes process, standards, roles and responsibilities;
 5. Secure written support from the LGU;
 6. Craft a contingency plan in case of school lockdown;
 7. Mobilize resources and support from community stakeholders to meet the standards of the health and safety protocols;
 8. Establish coordination mechanisms for referral system, contact tracing, school traffic management, disinfection, school lockdown;
 9. Establish psychosocial support mechanisms to learners and school personnel
- The School Implementation Plan shall be presented during the validation of the District Composite Team



TEMPLATE FOR THE SCHOOL IMPLEMENTATION PLAN

- I. Introduction
 - Rationale
 - Objective
- II. Profile of the Pilot Schools (geographical location, distance, statistics of learners for F2F, accessibility, and risk classification)
- III. Concurrence of LGU and Parent's Consent (% of consent gathered)
- IV. Status of Validation and Readiness of Pilot Schools (unmet SSAT indicators in the 4 main areas and action taken/plans)
- V. Status of Vaccination of Teaching and Non-Teaching Personnel in the Pilot Schools
- VI. Budgetary/Resource Requirements
- VII. Action/Implementation Plan

Objectives	Program/Strategies	Activities	Level	Timeline

- *Information and Dissemination Advocacy*
- *Training/Orientation (internal and external capacity building)*
- *Quality Assurance and M & E (How the F2F Implementation will be assured and monitored at school & SDO level?)*
- *Ways Forward*

- VIII. Contingency Plan
- IX. Issues and Concern

