



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

August 6, 2020

DIVISION MEMORANDUM
No. 175, s. 2020

**HEALTH STANDARD AND SAFETY PROTOCOL IN CONDUCTING MEETINGS
AND CONFERENCES IN SCHOOLS**

**To: Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public and Private Elementary/Integrated/Secondary Schools
All others concerned**

1. In the midst of COVID-19 pandemic and in light of the commitment of the Department of Education (DepEd) to continue to give hope and stability for the normalization of lives of its stakeholders, this office issues and reiterates policies and guidelines specifically for the conduct of meetings and gatherings in schools.

2. Schools can conduct general assembly of stakeholders in school through identified appropriate mechanism such as teleconferencing, face-to-face and/or other appropriate modalities as stated in DepEd Order No. 007, s. 2020 paragraph No. 26 which reads:

“A general assembly of stakeholders shall be conducted by all schools at the beginning of the school years to orient stakeholders on the vision, mission, and core values of DepEd, as well as curriculum, learning delivery, co-curricular programs, and ancillary services that support learners’ development and other continuous improvement initiatives, and to generate proposals. In addition, Mid-year (October) and Year-end (April) General Assemblies shall also be held to present the School Report Card (SRC) and consult the assembly on how to better achieve the vision, goals, and objectives. Schools shall decide on the appropriate mechanism for undertaking the activity, e.g teleconferencing, face-to-face, etc., as appropriate”

3. Deped Order No. 007, s. 2020, paragraph No. 27 states that:

“Parent-Teacher Conferences (PTC) shall be done not earlier than the Second Saturday after the examinations for the first three Academic Quarters. It will be used as a venue to apprise the parents on the performance of their children and ensure their involvement in school activities.



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The school shall have the responsibility to determine the appropriate manner of undertaking the PTC. For parents without access to online conference and where face-to-face is allowed, social distancing must be strictly observed. Report Cards shall be distributed to parents/guardians, where feasible, otherwise a scanned copy of the Report Card may be uploaded online for access of only the learner and his/her parents or guardian, in consideration of the confidentiality of the school records.

4. Also, DepEd Order No. 007, s. 2020 paragraph No. 28 states that:

“All public gatherings shall be organized following guidelines and protocols set by the DOH, the IATF, and the OP.”

Relative to this, schools must have isolation facility and triage at the entrance. A personnel, preferably a school nurse/security guard, in the triage must take the temperature and information of the attendees. Participants must observe hand washing and foot bathing before entering the campus. They must wear face mask, observe social distancing and observe coughing etiquette at all times.

5. Further, IATF Resolution No. 38, s. 2020, E Section 5 (4) provides:

“Mass gatherings such as but limited to, movie screenings concerts, sporting events, and other entertainment activities, community assemblies, and non-essential work gatherings shall be allowed provided that participants shall be limited to fifty percent (50%) of the venue or seating capacity. Religious gatherings shall be allowed under such guidelines as may be declared through subsequent issuances of the IATF.”

6. Furthermore, E Section 5 (1) of the same IATF Resolution provides:

“Minimum Health standards shall be complied with at all times for the duration of the MGCQ.”

7. With these issuances, schools are advised by the Division Task Force COVID-19 to send a letter of intent to conduct meetings/gatherings in schools to their respective barangay and/or municipal Local Government Units (LGUs) for purposes of coordination and possible provision of assistance in ensuring the compliance with existing health protocols, copy furnished this office, Attention: Charlie I. Ureta, DRRMO.

8. Immediate dissemination of this Memorandum is desired.


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