



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY

Office of the Superintendent
Division Memorandum Number 170, s. 2020

March 20, 2020

**FREQUENTLY ASKED QUESTIONS (FAQ) RELATIVE TO SUPERVISION AND MANAGEMENT OF K TO 12
LEARNING CENTERS/SCHOOLS IN SDO BAGUIO IN THE LIGHT OF THE ENHANCED COMMUNITY
QUARANTINE IN LUZON**

TO: Division Chiefs
Unit/Section Heads
Public and Private Elementary and Secondary School Heads
ALS Coordinators
All Others Concerned

1. In the light of the declaration of the Enhanced Community Quarantine in Luzon, a list of Frequently Asked Questions has been packaged for reference of SDO Baguio personnel given the limited face to face interactions (see encl 1).
2. The guidelines cover all personnel including those hired under (Job Order/SEF) and Contract of Service (COS).
3. Private schools will strictly comply on issuances to heighten precaution on Covid19 based on updated guidelines and advisory by the DOH and other DepEd issuances where relevant.
4. This will be automatically rescinded if contrary to new advisories.
5. It is reiterated that the Enhanced Community Quarantine (ECQ) for Luzon requires the cooperation of everyone to stay indoors to help government in its efforts to delay, contain and mitigate the spread of Covid19.
6. For information and wide dissemination.

(SGD) MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent

osds/stf



FREQUENTLY ASKED QUESTIONS (FAQ) RELATIVE TO SUPERVISION AND MANAGEMENT OF PUBLIC K TO 12 LEARNING CENTERS/SCHOOLS IN SDO BAGUIO IN THE LIGHT OF THE ENHANCED COMMUNITY QUARANTINE IN LUZON

(As of March 20, 2020)

A. TEACHING & LEARNING	
1. Will 4 th quarter exams be conducted?	4 th Quarter exams will no longer be conducted. Ref: DepEd Memo 42, s. 2020 par 4b
2. How will the grades be computed for those who were affected by the suspension?	DepEd Memo 42, s. 2020 provides guidelines in the computation of grades. Do not rush the computation of grades. Templates are accessed at bit.ly/Q4GradingTemplate
3. What is the status of checking of school forms?	DepEd through the Planning Service POSTPONES all scheduled activities on actual face to face checking of school forms nationwide. Ref: Advisory released by Usec Jess Mateo on March 17, 2020
4. Will qualified students graduate/move up?	Yes.
5. Will there be graduation rites?	If the health situation worsens and prevents the holding of graduation and moving up rites, public schools in consultation with the PTA may choose to forego the rites. Ref: DepEd Memo 42, s. 2020 par 4b
6. Will certificate of recognition and medal be given to honor students if health situation worsens and prevents the holding of graduation rites?	Yes.
7. What is the total number of school days for SY 2019-2020?	Assuming schools followed the School Calendar for SY 2019-2020 and there were no local suspensions, the total number of school days is 187 since class suspension was March 12. This will vary across districts due to local suspensions. It could be more for schools who rendered Saturday classes. Hence, subtract the suspensions. Take note of the details of suspensions in terms of scope (kinder only suspension/kinder to grade 1 suspension/elementary suspension). So, the total number of classes may vary.
8. How many school days will be reflected for March and April?	March-9 (It could be more for schools who rendered Saturday classes) April-0 (Unless suspension of classes is lifted and this is for those private schools ending their SY in May) The number of days the learner was absent prior to class suspension due to ECQ/COVID-19 threat shall be reflected. Reference: Advisory, Office of the USEC for Curriculum and Instruction released on March 20, 2020/
9. What will be the date of moving up/graduation that will	a) If graduation rites can not be held, the date shall be April 3, 2020



be indicated in the certificate/diploma?	b) If graduation rites are conducted between March 30 and until April 17, indicate the actual date Reference: Advisory, Office of the USEC for Curriculum and Instruction released on March 20, 2020
B. FACILITIES	
10. Will repairs and other infrastructure projects in schools be suspended?	YES. Automatic suspension follows as supervisors can not supervise the project and workers are not exempted from the ECQ.
C. ADMINISTRATIVE	
11. When was the suspension of classes in Baguio City by the city mayor?	March 13, 2020
12. Will public school teachers report to school during suspension of classes?	NO. Teachers need not to report during suspension of classes. Communication between the SH and teachers can be done online or through agreed means. Ref: Pronouncement of Usec Alain Del Pascua at Malacanang Press Briefing posted on March 16 at Workplace
13. Will workers under JOs and COS in the school/DO be covered in the alternative work arrangements?	Yes. In the Interim Guidelines Governing COS and JOs in Government for the Duration of the State of Calamity and ECQ, par 3.1 cites, "COS and JO workers whose services are engaged by agencies located in Luzon under the ECQ, may be considered for the following alternative work arrangement: a. Work from Home b. Skeletal work force-for PNP..., emergency frontline, critical services Ref: COA DBM Joint Circular 1, s.2020 issued on March 19, 2020
14. What is Work From Home (WFH) arrangement?	Work from Home allows employees to work at home or on off-site locations provided that the personnel is accessible to respond to directives, requests and queries through agreed modes of communication with their immediate supervisor (DepEd Memo 43, s. 2020). The work from home arrangement will subsist for the period of March 17-April 13, 2020 or until such a time that the ECQ over Luzon will be lifted (CSC Announcement 13, s.2020)
15. Will I make a work plan and accomplishment report?	Yes. WFH arrangement is covered under CSC Announcement 13, s. 2020 and DepEd Memo 43, s. 2020. Weekly work plan specifies each personnel's targets for the week. The weekly accomplishment report reflects the daily output for the week- DepEd Memo 43, s. 2020.
16. I am a JO and COS, will I make an output?	Yes, since government workers under JO or COS are covered in the Interim Guidelines Governing COS and JOs in Government for the Duration of the State of Calamity and ECQ. Ref: COA DBM Joint Circular 1, s.2020 issued on March 19, 2020 For efficiency, DO provided templates and accessible at DepEd pines website: Division Memo 169, s. 2020





17. What examples can be written in the plan and accomplishment report?	<p>Simple samples but not limited to this. Be creative.</p> <p>Self enhancement or Professional/Personal Devt.</p> <p>-plan on how to improve the services that you are delivering; solutions to solve your work problem (as a driver, what solution can I come up with or a system to improve submission of trip ticket)</p> <p>-learning new skills that can be applied when we return to the workplace like planting, singing, writing in cursive, 7S, make a stick broom, recycling wastes into a handbag....</p> <p>-Gaining new knowledge- reading a book, joining professional discussions online/enrolling in online course</p> <p>Task-related like-</p> <p>-review of SIP/work plan/career plan/outputs</p> <p>-IPDP and Accomplishment report</p> <p>-reaching out to students or parents via text</p> <p>-coaching school heads/etcetera</p> <p>-responding to directives/official emails; joining online meeting</p> <p>-writing a research proposal</p>
D. HUMAN RESOURCE AND DEVELOPMENT	
18. Will the year-end review and evaluation phase continue?	The year-end review and evaluation phase of the RPMS cycle for SY 2019-2020 shall be postponed temporarily Ref: DepEd BHRD posted by Usec Annalyn M. Sevilla on March 17, 2020
E. PLANNING	
19. What is the update on LIS, EBEIS and BEIS? Whom can we contact for concerns?	LIS, EBEIS and BEIS are not accessible since March 18. This is suspended temporarily. Reference: Advisory posted on March 18 by DepEd Planning Service Contact details for DO Planning and Research Unit. Email at: planresearchbaguio@gmail.com Olivia Gomez, Planning Officer (DepEd Baguio)0950-324-3576
F. FINANCE	
20. How will IUs and non-IUs liquidate for March 2020?	Arrangements with COA was made and there will be a suspension of liquidation of school MOOE for the month of March until such a time that the health situation improves. If there are financial reports that can be done at home then prepare them in time for its submission.
21. When will the February salary of substitute teachers be released?	March 20, 2020.
22. When is the release of salary for April?	Earliest possible time to release is April 1
23. I am a substitute teacher and my appointment ends on April 3, will I be paid given the suspension of classes on March 12, 2020?	YES. You will be paid until April 3.
G. HEALTH	
24. Covid19 measures	<ul style="list-style-type: none"> • SDO Covid19 Task Force • Daily disinfection of frequently touched surfaces using a solution of 2tbsps of bleaching product to 1 litre of water • Thermal scanning of DO employees and visitors • Use masks/alcohol • Covid19 tracking of personnel and learners online

	<ul style="list-style-type: none">• Health and Nutrition Staff are available online to assist PUMs/PUIs Dra Rufina De La Cruz 0998-992-1732 (Medical Officer IV, DepEd Baguio)
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