



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

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Office of the Superintendent  
Division Memorandum No. 181, S. 2020

April 13, 2020

**FREQUENTLY ASKED QUESTIONS (FAQs) RELATIVE TO THE OPERATION OF  
PRIVATE SCHOOLS IN SDO BAGUIO IN THE LIGHT OF THE ENHANCED  
COMMUNITY QUARANTINE (ECQ) IN LUZON**

To: Office of the Schools Division Superintendent  
Curriculum Implementation Division  
School Governance and Operating Division  
Private School Administrators  
All Others Concerned

1. In view of the ECQ in Luzon, a list of frequently asked questions is crafted to guide private school administrators in SDO Baguio City in their educational service delivery to stakeholders (see encl 1).
2. This will be automatically rescinded if inconsistent with new issuances.
3. Wide dissemination of this memorandum is desired.

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

smme/scrc

## FREQUENTLY ASKED QUESTIONS (FAQ) RELATIVE TO THE OPERATION OF PRIVATE SCHOOLS IN SDO BAGUIO IN THE LIGHT OF THE ENHANCED COMMUNITY QUARANTINE IN LUZON

No.	Frequently Asked Questions	Answers
<b>A. Teaching and Learning</b>		
1	With the extension of ECQ, what will happen to the learners of private schools that have unfinished/finished 3rd grading and classes will end in May? Will they be promoted to the next level?	All schools need to finish the four quarters from Kindergarten to Grade 12. For those private schools whose SY (classes) end in May and have unfinished third grading examination, discuss with teachers and school heads on how to conduct classes like is there a possibility for online classes and administer examination online ( that is if there is a survey done where students could do online.) What if there are students who cannot do online? There could be suggestions from teachers and administrators, like; are there modules/reading references at home or if at school, is there a possibility of delivering the modules/ reading references to the students' homes with the help of PTA and other school stakeholders? For those private schools ending in March, with unfinished 4th grading examination, refer to DM 42, s.2020 on Guidelines for the remainder of the school year is also addressed to Private School Heads. Item #8 of the said guidelines cites that private schools are highly encouraged to use the same guidelines.
2	Since pupils are actively engaged in doing home-based activities, may we claim the days as recitation days noted as zero attendance in their attendance record just for them to complete the desired number of days for the 4th quarter?	Attendance is still zero because they are not in school or not in immersion activities/attending activities outside school during this ECQ. We just record what is true and correct number of days of

		<p>their attendance in school/immersion activities per month. In the students' record, add space for remarks then record what transpired in the instruction- teaching and learning during the ECQ and suspension of classes.</p> <p>Home-based activities are great, for as long as other students will not be deprived of such if they do not have the gadgets/ internet connectivity.</p>
3	Can we have our G12 students have Culminating Activity instead of work immersion since we ca not deploy them to different companies?	Given this circumstance, do some alternative ways of learning tantamount to Work Immersion like, (but not limited to) research work or projects done at home related to what is required in the track/strand/specialization.
4	If we continue to conduct online means of learning, will they be credited if they decide to extend the quarantine? Or should we forego online learning completely? In turn, if we do not continue online, what tasks do we give our Teachers? No forms, no requirements, no work.	<p>Continue online learning and that for sure will be credited for as long as all students could do online learning (through their teachers) or there are different activities for those who could not do online.</p> <p>(1)While under ECQ, make a survey for teachers and students on the ff. a. Number of individuals who could be reached through text and call only b. Number of individuals who could be reached through private messenger and group chat only - weak signal/ on and off c. Number of individuals without problems on internet connectivity. They could google for apps, download or upload.</p> <p>(2) After the survey, teachers may plan for home lessons for individuals under a, b and c.</p> <p>(3) The private school heads/administrators may also have group chats with their co -school heads/ administrators and share plans and good practices. (lesson logs/plans, methods, strategies, assessment, test construction etc.).</p>

		<p>These might help so that homestudy will be done while everybody is at home.</p> <p>For teachers and other school personnel's tasks, it is understood that schools have their own governance for their employees.</p>
<b>B. Summer Class and Special Order</b>		
5	<p>In RM 013-2020 and RM 070-2020 re: No Read No Pass Policy, most of the Kindergarten are still undergoing remedial classes for them to be promoted in Grade 1. Since classes are suspended there is a time constraint for the intervention. Are we going to strictly implement the said Regional Memorandum?</p>	<p>Consider reasons why the learners could not read, the tools used by teachers, the reading programs done by the school (whole school approach) and teachers helping non-readers including special reading programs for children with special needs. Consider too, the reading levels in every grade as expected. Proper turnover of students to the next level. The next teacher will now plan for the Individualized Reading Lessons (Differentiated Instruction) for the non- readers. Parents/ siblings may be of big help in the reading lessons for non-reader learners.</p>
6	<p>In the No Read No Pass Policy, private schools are applying for the conduct of summer classes. In DO 13, s. 2018, only Grades 4-12 will undergo summer classes. If there are Kindergarten to Grade Three learners who cannot read, will they be included in the list who will take Summer classes?</p>	<p>For those students who have one or two failed subjects or those who are at risk of failing, there is still time for the teachers to do remediation classes and/or the students to complete requirements. Due to suspension of classes in May, if it is safe to have classes resumed in June, the school year for the schools that started in May may end in July. So there will be no time for summer classes, unless next school year starts in October. Please refer to DepEd Order 21, s. 2019 Policy Guidelines for Basic Education.</p>
7	<p>Shall we follow the same guidelines or schedule in processing the Special Order (S.O.) of our SHS Grade 12?</p>	<p>There is no new guideline received as of this day.</p>
<b>C. Graduation Rites</b>		

8	On graduation rites of schools, do we have the option to hold or not to?	<p>DO No. 2, s. 2020-Multi-year Implementing Guidelines on the Conduct of the K to 12 Basic Education Program End-of-School Year Rites released March 12, 2020 states that each school shall have the discretion to elect the date for the holding of this year's rites taking into consideration the applicable guidelines by the DOH in light of the Covid-19 public health situation. Schools, in consultation with the PTA, may choose to reschedule or forego the holding of the rites.</p> <p>Further, with the latest issuance of the Executive Order 78, s. 2020 – An Order Extending Class Suspensions in All Levels for Public Schools, Private Schools, and Other Institutions and Centers of Learning in the City of Baguio until 31 May 2020, sec 3 stipulates that Culmination rites in schools shall be disallowed in furtherance hereof. After May, when all the four quarters of instruction is done, the school and its stakeholders may plan for the date or may decide to forego.</p>
<b>D. School Fees and Teachers' Subsidy</b>		
9	Since Private schools are advised to be lenient in collecting fees from learners, can we be helped by DepEd Baguio for an assistance to our teachers in the private schools especially for our Elem teachers who are not covered by TSS? Or can the City government help the Private School teachers through their SEF?	SEF has its implementing guidelines for utilization. However, during the Consultation Meeting for the Education Sectors held at the City Hall on April 8, 2020, Mayor Benjamin Magalong through Ms. Annie Caguioa, APSA President, mentioned that for schools specially for the small schools not covered by TSS, single teachers may apply at Covid-19 Adjustment Measures Program

		(CAMP) of DOLE; and for married may apply at Social Amelioration Program (SAP).
10	Most private schools depend on school fees to pay salaries of teachers and staff. Can we still be allowed to collect learners' balance?	Tuition fees are supposed to be paid during suspension of classes unless otherwise decided by the school administration. Mode of payment may also be prescribed.

Prepared by:

**(SGD) SHARON CHRISTIANIE R. CASTILLO**

Senior Education Program Specialist

Approved:

**MARIE CAROLYN B. VERANO**

Schools Division Superintendent