



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

DIVISION MEMORANDUM
No. 132, s. 2022

**PROCESS FLOW OF THE DATA COLLECTION AND REPORT GENERATION
OF THE REVISED SCHOOL SAFETY ASSESSMENT TOOL (SSAT)**

To: Asst. Schools Division Superintendent
Chief Education Supervisors – CID & SGOD
Education Program Supervisors
Public Schools District Supervisors/ Officers-In-charge of the Districts
Public & Private Elementary, Secondary and Integrated School Heads
All Others Concerned

1. Attached is the Unnumbered Department Memorandum dated April 25, 2022, from Atty. Nepomuceno A. Malaluan, Undersecretary and Chief of Staff, pertaining to the abovementioned subject.
2. In line with this, all public and private schools are hereby requested to observe and follow the recommended process flow of the data collection and report generation and accomplish the Revised School Safety Assessment Tool (SSAT) via <https://bit.ly/CapDivRSSAT2022> on or before May 31, 2022.
3. To discuss the important features of the Revised SSAT and the necessary Modes of Verifications (MOVs) per required main indicators/ sub-indicators, an online conference for the Planning Officers & School Heads of all public and private schools together with the Members of the Revised Division Composite Teams shall be held on Thursday, May 26, 2022 from 9:00 AM to 5:00 PM. To join, click this link: <https://bit.ly/CapDivConferenceRSSAT2022>.
4. Attached also are the process flow of the data collection and report generation per level of DepEd Offices, Composition of the Revised Division Composite Teams and the Assignment of Validation per Team, for your information, guidance and reference.
5. The conduct of this activity complies with the minimum health and safety protocols set by the Inter-Agency Task Force on the Management of Emerging Infectious Diseases (IATF) and the Department of Health (DOH). All participants should wear face masks properly at all times.
6. Expenses incurred in this activity are chargeable against Division MOOE Funds, subject to the usual accounting and auditing rules and regulations.
7. It is understood that in the conduct of this activity there shall be no discrimination on account of age, school, gender, civil status, disability, religion or other similar



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factors, and personal circumstances that run counter to the principles of equal opportunity.

8. Immediate dissemination of and compliance with this Memorandum are desired.

for: *[Signature]*
SALVADOR O. OCHAVO JR. EdD, CESO V
Schools Division Superintendent *[Signature]*
MAY 24 2022





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TO : REGIONAL COMPOSITE TEAM
SCHOOLS DIVISION OFFICE COMPOSITE TEAM
ALL OTHERS CONCERNED

FROM : *Arnold A. Malaluan*
ATTY. NEPOMUCENO A. MALALUAN
Undersecretary and Chief of Staff

SUBJECT : PROCESS FLOW OF THE DATA COLLECTION AND REPORT
GENERATION OF THE REVISED SCHOOL SAFETY ASSESSMENT
TOOL (SSAT)

DATE : 25 April 2022

In accordance with the Department Memorandum 30 s. 2022 *Dissemination of the revised School Safety Assessment Tool for the Progressive Expansion of the Face-to-Face Classes*, all Regional Offices (ROs) and Schools Division Offices (SDOs) are strongly requested to expedite the dissemination of the revised SSAT in order to open more schools for the progressive expansion of the face-to-face classes in areas under Alert Levels 1 and 2 or based on the latest risk classification issued by the Inter-Agency Task Force for Emerging Infectious Diseases (IATF-EID).

The data gathered shall be used as information in the progressive implementation of the face-to-face learning modality. This is in line with the Department's effort for the eventual reopening of all schools while ensuring that the health, safety, and well-being of learners, teachers, and personnel remain as its utmost priority

To provide guidance and to ensure smooth implementation of the revised SSAT, the following enclosed documents are issued for guidance and reference:

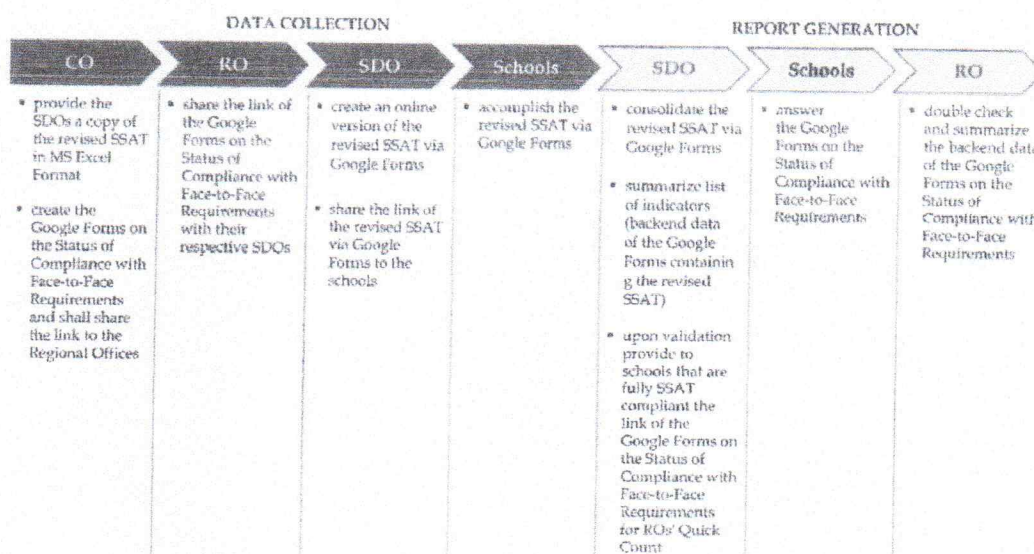
- (1) ANNEX A - Process Flow of the Data Collection and Report Generation for Public Schools
- (2) ANNEX B - Process Flow of the Data Collection and Report Generation for Private Schools



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**PROCEDURES ON THE DATA COLLECTION AND REPORT GENERATION
 FOR PUBLIC SCHOOLS**

GENERAL PROCESS FLOW



The General Process flow above shall be broken down per Governance Level to better guide the Central Office, Regional Offices, Schools Division Offices, and Public Schools of their roles and responsibilities regarding the accomplishment of the revised School Safety Assessment Tool.

Central Office

The Central Office shall provide the SDOs a copy of the revised SSAT in MS Excel Format. This shall be the basis of the revised SSAT in Google Forms to be created by the SDOs and shared to their respective schools. The MS Excel file can be accessed by the SDOs through this link: bit.ly/2022SSAT.

The Central Office shall also create the **Google Forms on the Status of Compliance with Face-to-Face Requirements** and shall share the link to the Regional Offices. For the link per Regional Office of the **Google Forms on the Status of Compliance with Face-to-Face Requirements**, refer to the table below:

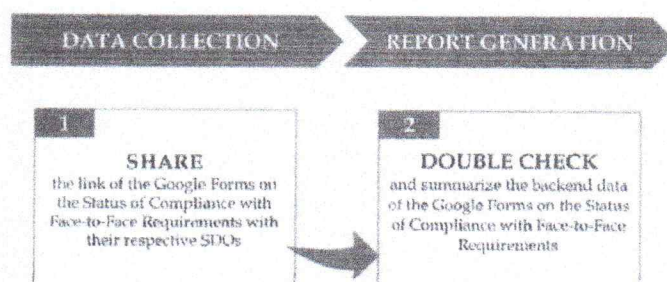


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Region	Google Forms Link
I	bit.ly/F2FStatus-RegionI
II	bit.ly/F2FStatus-RegionII
III	bit.ly/F2FStatus-RegionIII
IV-A	bit.ly/F2FStatus-RegionIVA
IV-B	bit.ly/F2FStatus-RegionIVB
V	bit.ly/F2FStatus-RegionV
VI	bit.ly/F2FStatus-RegionVI
VII	bit.ly/F2FStatus-RegionVII
VIII	bit.ly/F2FStatus-RegionVIII
IX	bit.ly/F2FStatus-RegionIX
X	bit.ly/F2FStatus-RegionX
XI	bit.ly/F2FStatus-RegionXI
XII	bit.ly/F2FStatus-RegionXII
CARAGA	bit.ly/F2FStatus-CARAGA
NCR	bit.ly/F2FStatus-NCR
CAR	bit.ly/F2FStatus-CAR

Table 1. Link of Google Forms on the Status of Compliance with Face-to-Face Requirements per Region

Regional Office

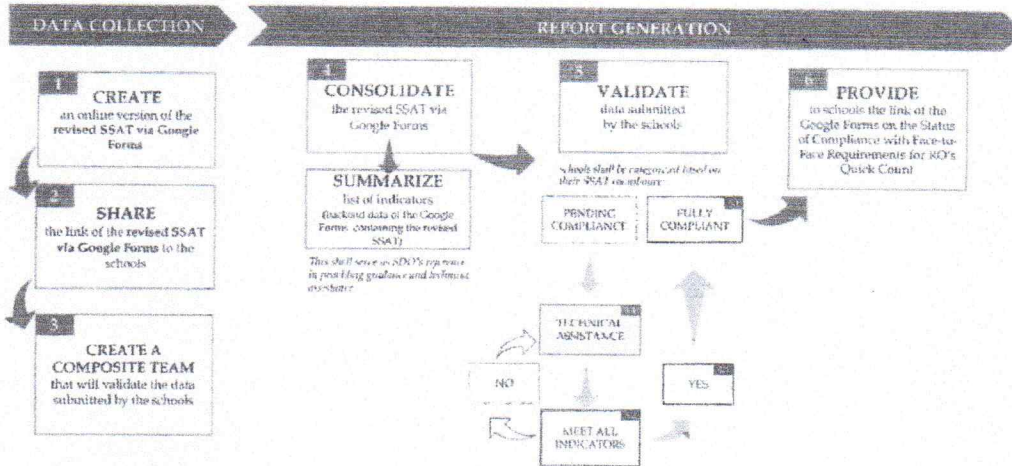


The RO shall share the link of the Google Forms on the Status of Compliance with Face-to-Face Requirements with their respective SDOs. This shall be used by the RO to get a quick count of SSAT-compliant schools. They shall also double check and summarize the backend data of the Google Forms on the Status of Compliance with Face-to-Face Requirements.



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Schools Division Office



The SDO shall create an online form of the revised SSAT via Google Forms and shall disseminate the link to the schools in their respective divisions. The backend data of this Google Forms shall serve as the SDO's reference in providing guidance and technical assistance to the schools.

The SDO shall inform the schools to accomplish the revised SSAT using the Google Forms link provided.

The SDO shall create a composite team who shall validate the data and verify the results submitted by the schools. The team shall be composed of the following:

Chair	Assistant Schools Division Superintendent
Members	School Governance and Operations Division (SGOD): <ul style="list-style-type: none"> • School Management M&E (SMME) • Disaster Risk Reduction and Management (DRRM) Coordinator • SDO Health Personnel • Planning Officer • SDO Engineer Curriculum Implementation Division (CID): <ul style="list-style-type: none"> • Representatives from CID • IP Education Focal Person

Table 2. Composition of SDO Composite Team

If deemed necessary, the SDO may add member/s to the composite team.



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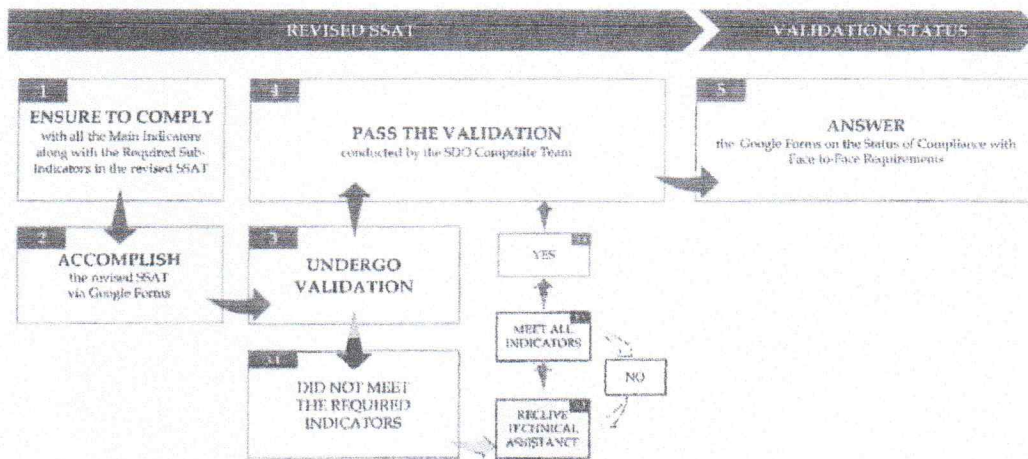
The SDO Composite Team shall validate the data submitted by the schools through school visit or by requiring schools to submit Means of Verifications (MOVs) such as photos, videos, and/or other pertinent documents.

The SDO shall generate school-level data of the SSAT through the Google Forms responses. In case the schools submit multiple responses, the SDO shall consider the latest response as reference for the data validation to be conducted by the SDO Composite Team.

Upon validation, schools that are fully compliant with SSAT shall answer the Google Forms on the Status of Compliance with Face-to-Face Requirements for the ROs' report on the quick count of SSAT-compliant schools. In the event where the SDO Composite Team finds issues on the validity of data submitted by the schools, *i.e.*, unmet indicators that were identified as met, the SDO shall provide technical assistance to help the school/s meet all required indicators to ensure their participation in the progressive expansion of face-to-face classes.

For schools with pending SSAT compliance, the SDO Composite Team shall inform them of their unmet indicators and shall provide technical assistance until all required indicators are met. The SDO shall also provide progress update on the schools' compliance of the revised SSAT by updating the schools' latest status using the backend data of the revised SSAT in Google Forms. This is to monitor the number of schools prepared to participate in the progressive expansion of the face-to-face classes.

Public Schools



All schools shall ensure to comply with all the Main Indicators along with the Required Sub-Indicators in the revised SSAT. They shall answer the revised SSAT through Google Forms provided by their respective SDO. In answering the tool, the schools shall ensure that honesty and transparency are observed, and key school stakeholders are consulted.



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Upon accomplishment of the revised SSAT, the school shall undergo validation of the SDO Composite Team. To verify the schools' SSAT compliance, the SDO Composite Team may conduct school visits or request for MOVs such as photos, videos, and/or other pertinent documents.

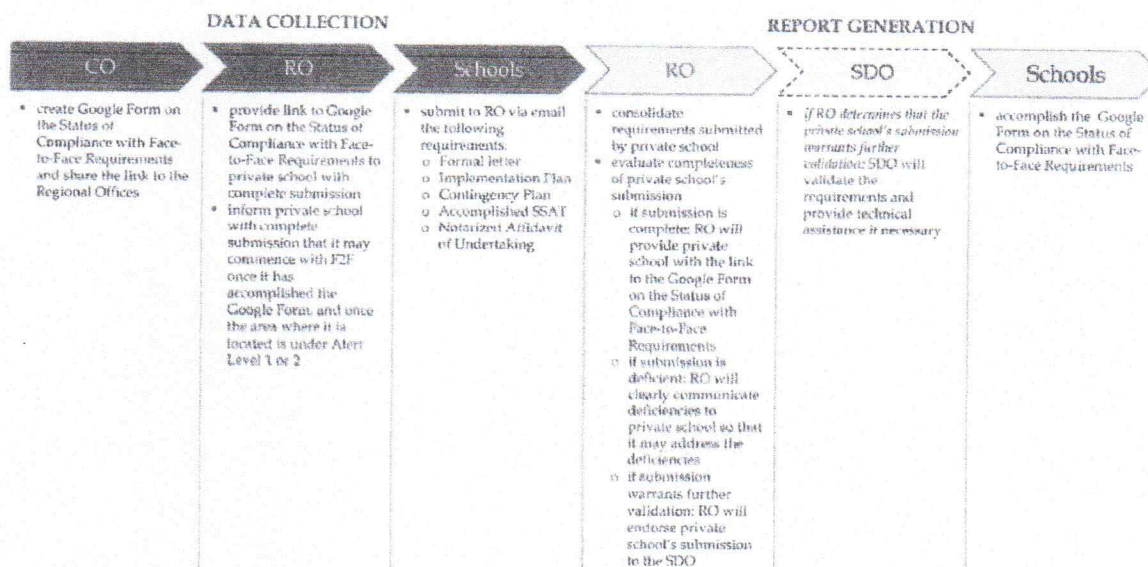
After the validation, schools that are fully compliant with the revised SSAT shall answer the Google Forms on the Status of Compliance with Face-to-Face Requirements to be provided by the SDO. For schools with pending SSAT compliance, they shall receive technical assistance from the SDO Composite Team. Until all Main Indicators along with their respective Required Sub-Indicators have been met by the schools, they shall continuously receive technical assistance from the SDO Composite Team.



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PROCEDURES ON THE DATA COLLECTION AND REPORT GENERATION
FOR PRIVATE SCHOOLS

GENERAL PROCESS FLOW



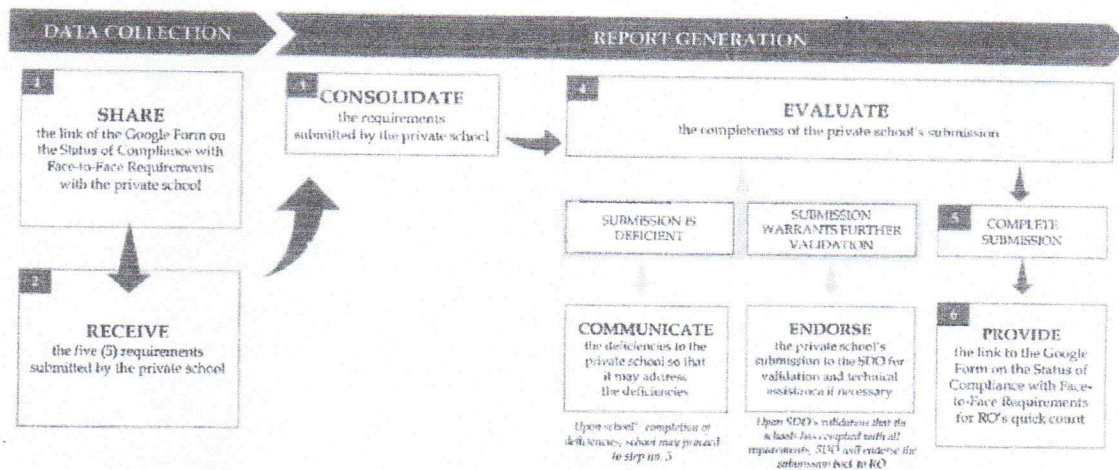
Central Office

The Central Office shall create the **Google Forms on the Status of Compliance with Face-to-Face Requirements** and shall share the link to the Regional Offices. The link to the **Google Forms on the Status of Compliance with Face-to-Face Requirements** per Regional Office is in Annex A, Table 1. *Link of Google Forms on the Status of Compliance with Face-to-Face Requirements per Region.*



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Regional Office



The ROs shall share the link of the **Google Forms on the Status of Compliance with Face-to-Face Requirements** to the private schools. This shall be used by the ROs to get a **quick count** of SSAT-compliant schools.

The ROs shall receive the following requirements which will be submitted by the schools via email:

1. **Formal letter** addressed to the DepEd Regional Director, copy furnished to the Schools Division Superintendent of the area where the school is located and shall contain the following:
 - a. Intent to implement face-to-face classes,
 - b. Objectives, expected outcomes, and commitment to observe the minimum health and safety protocols as stipulated in DepEd-DOH JMC No. 1, s. 2022 and other applicable issuances; and
 - c. Willingness to submit a report on lessons and recommendations on a quarterly basis for the implementation of face-to-face classes
2. **Implementation Plan** that includes timelines following the four components of the operational framework, namely: (i) Safe Operations, (ii) Teaching and Learning, (iii) Including the Most Marginalized, and (iv) Well-being and Protection
3. **Contingency Plan** showing action points to address contingencies that might occur during implementation
4. **Accomplished SSAT** showing compliance with all indicators of the SSAT
5. **Notarized Affidavit of Undertaking** to comply with all the rules and regulations relative to the conduct of face-to-face classes and assume responsibility for its implementation



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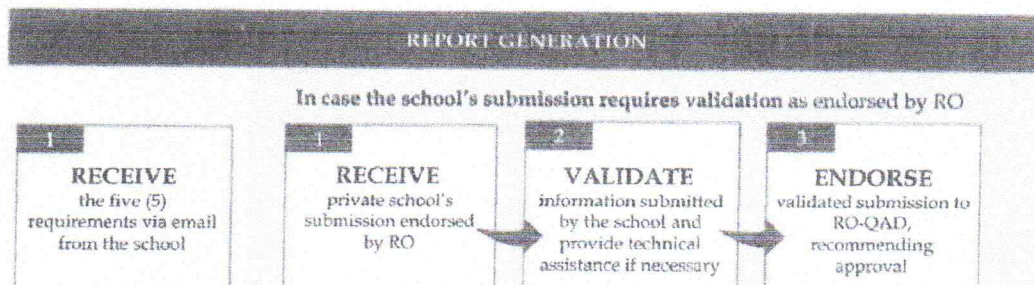
Upon receipt, the ROs shall consolidate the requirements submitted by the schools and shall **evaluate the completeness of the submission.**

If the submission is complete, the ROs shall provide the private school with the link to the **Google Forms on the Status of Compliance with Face-to-Face Requirements**. Once the private school has already submitted the accomplished Google Forms, the private school can already start their Face-to-Face classes as long as the school is located in areas under Alert Level 1 or 2.

If the submission is deficient, the ROs shall clearly communicate the deficiencies to the private school so that the school may address the deficiencies. Once the requirements are complete, the ROs shall provide the link to the **Google Forms on the Status of Compliance with Face-to-Face Requirements** to the private schools.

If the submission warrants further validation, the ROs shall endorse the private school's submission to the SDO. ROs shall only provide the link to the **Google Forms on the Status of Compliance with Face-to-Face Requirements** to the private schools as soon as the SDO endorses the submission back to the ROs. This means that the validation is done, or technical assistance has been provided to the private school to address the concern, if applicable.

Schools Division Office



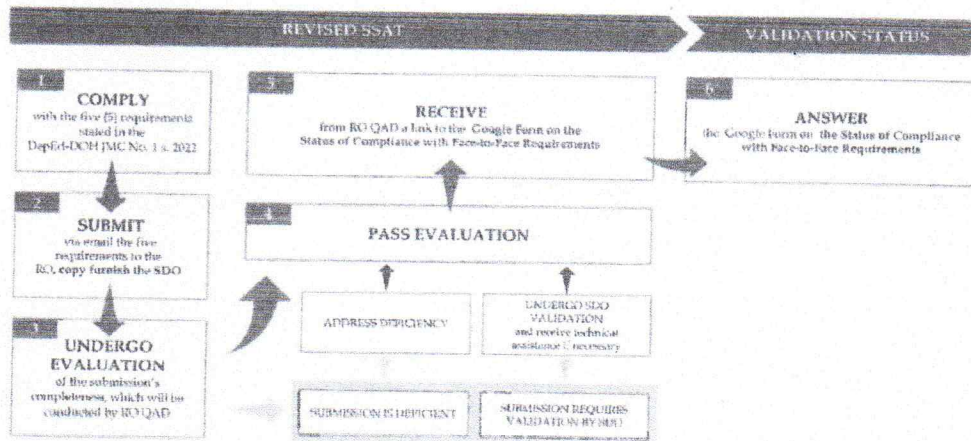
The SDO shall receive via email the following requirements from the private schools: (1) Formal letter, (2) Implementation Plan, (3) Contingency Plan, (4) Accomplished SSAT, and (5) Notarized Affidavit of Undertaking.

In case the RO determines that the private school's submission warrants further, the SDO shall conduct validation upon endorsement of the school's submission by the RO. The SDO may also provide technical assistance to the private school during the validation, if necessary.



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Private Schools



The schools shall submit the following requirements via email to the RO and SDO: (1) **Formal letter**, (2) **Implementation Plan**, (3) **Contingency Plan**, (4) **Accomplished SSAT**, and (5) **Notarized Affidavit of Undertaking**. The submitted documents shall undergo evaluation by the RO to check the completeness of the requirements.

If the submission is complete, the school shall receive the link to the **Google Forms on the Status of Compliance with Face-to-Face Requirements** from the RO and they shall answer the Google Forms for the quick count of SSAT-compliant schools.

If the submission is deficient, the school shall be informed by the RO of the deficiencies so that the school may address them. Once the requirements are complete, the school shall receive the link to the **Google Forms on the Status of Compliance with Face-to-Face Requirements** from the RO and answer the Google Forms for the RO's quick count of SSAT-compliant schools.

If the submission warrants further validation, the private school's submission shall be endorsed to the SDO. The school shall receive the link to the **Google Forms on the Status of Compliance with Face-to-Face Requirements** from the RO as soon as SDO endorses the submission back to the RO. This means that the validation is done, or the school has already received technical assistance from the SDO to address the concern, if applicable.

For queries and concerns regarding this process flow of the revised School Safety Assessment Tool, kindly course through Bureau of Human Resource and Organizational Development - School Effectiveness Division (BHROD-SED) at bhrod.sed@deped.gov.ph.

For concerns by Private Schools regarding this process flow, kindly email the Private Education Office (PEO) at private.education@deped.gov.ph.

For dissemination and appropriate action.



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Enclosure No. 3 to Division Memorandum No. 132, s. 2022

Composition of the Revised Division Composite Teams

Chairperson : Jose Niro R. Nillasca
 Assistant Schools Division Superintendent

Designation/ Main Area	Team A	Team B
Co-Chairpersons / Team Leaders	Dr. Marlon P. Destreza CES, SGOD Alternate: Dr. Edna B. Azcarraga EPS-SGOD	Dr. Segundina F. Dollete CES, CID Alternate: Dr. Merlie J. Rubio EPS-Filipino
Managing School Operations	*Engr. Marlon V. Clarito Engineer III *Glenda Marie B. Botin PDO II-DRRM *Joy Arnold T. Lejos, MD Medical Officer III	*Dr. Rolando B. Jamora EPS-EPP/TLE *Jhen Mae Grace Lingco PDO I-YF *Sheralyn G. Baticados, Nurse II OR Candelaria Talabucon, , Nurse II
Focusing on Teaching and Learning	Elenia P. Baranda EPS-Mathematics	Dr. Merlie J. Rubio EPS-Filipino
Well-Being and Protection	*Joy Arnold T. Lejos, MD Medical Officer III	*Sheralyn G. Baticados, Nurse II OR Candelaria Talabucon, , Nurse II
School- Community Coordination	Ronald D. Dile SEPS-SMME	Mary Grace A. Atinon EPS II-SMME
The Division Planning Officer III is tasked to monitor and provide TA to implementing schools regarding their weekly submission and updating of data thru the Google Forms provided by the DepEd RO 6.		





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Enclosure No. 4 to Division Memorandum No. 132, s. 2022

ASSIGNMENT OF VALIDATION PER TEAM
(All public and private schools in the district)

No.	District	Team
1	Cuartero	Team A
2	Dao	Team B
3	Dumalag	Team A
4	Dumarao	Team B
5	Ivisan	Team A
6	Jamindan	Team B
7	Maayon	Team A
8	Mambusao East	Team B
9	Mambusao West	Team A
10	Panay	Team B
11	Panitan	Team A
12	Pilar	Team B
13	Pontevedra	Team A
14	President Roxas	Team B
15	Sapian	Team A
16	Sigma	Team B
17	Tapaz East	Team A
18	Tapaz West	Team B



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Email Address: capiz@deped.gov.ph