



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

May 30, 2022

Division Memorandum

No. 47, 2022

**DIVISION ORIENTATION WORKSHOP FOR PRIVATE SCHOOL HEADS / PRINCIPALS ON THE
SUBMISSION OF REQUIREMENTS AND APPROVAL OF THE IMPLEMENTATION OF PROGRESSIVE
EXPANSION OF FACE TO FACE CLASSES FOR PRIVATE SCHOOLS**

TO : Assistant Schools Division Superintendent
Chief, Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Private Preschool, Elementary & Secondary School Principals
All Others concerned

1. In adherence to the Regional Memorandum No. 353 s. 2022 on the Submission of Requirements and Approval of the Implementation of Progressive Expansion of F2F Classes for Private Schools and DepEd Order No. 017, s. 2022 on the Guidelines on the Progressive Expansion of F2F Classes, this Division through its School Governance and Operations Division will conduct a face to face orientation workshop on June 10, 2022. The venue and time will be announced later.
2. Participants to this activity are the principals/ administrators of private preschool, elementary and secondary schools and the members of the Division SSAT Composite Teams. This activity aims to orient and provide technical assistance to private schools on the following:
 - a. Preparation and submission of documentary requirements for Face to Face Classes for Private Schools;
 - b. Clarifications on the Revised School Safety Assessment Tool; and
 - c. Preparation and approval of School Implementation Plan and Contingency Plan.
3. Attached is the schedule of activities for your guidance.
4. Expenses relative to the conduct of this orientation shall be charged against school funds in the case of private school participants and from the division MOOE fund for participants from the Schools Division Office/ Division Composite Teams, subject to the usual accounting and auditing rules and regulations.
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. 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 factors, and personal circumstances that run counter to the principles of equal opportunity.
7. Immediate dissemination of and compliance with this memorandum is desired.

for:
SALVADOR O. OCHAVO JR. EdD, CESO V
Schools Division Superintendent



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph



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

Enclosure No. 1 to Division Memorandum No. 14 s/ 2022

SCHEDULE OF ACTIVITIES
June 10, 2022

Time	Activity/ies	Responsible Person/s
9:01-9:20 AM	Preliminaries: *Philippine National Anthem *Prayer *Regional Hymn *Capiz Hymn * Attendance Sheets *Welcome Remarks *Statement of Purpose *Message	Jose Niro R. Nillasca ASDS Dr. Marlon P. Destreza CES, SGOD SDS
9:21-11:59 AM	Revised SSAT with MOVs *Managing School Operations * Focusing on Teaching and Learning * Well-Being and Protection * School-Community Coordination	Dr. Marlon P. Destreza Dr. Segundina F. Dollete Dr. Edna Azcarraga Dr. Merlie J. Rubio Engr. Marlon V. Clarito Glenda Marie B. Botin Joy Arnold T. Lejos, MD Ronald D. Dile
12:00-1:14 PM	Sample Documentary Requirements	SDO Composite Teams
1:15-2:00 PM	Process Flow on the Data Collection and Report Generation of the Revised SSAT for Private Schools	SDO Composite Teams
2:01-2:30 PM	Open Forum	SDO Composite Teams
2:31-5:00 PM	Other Matters related to Private Schools Operations	Dr. Edna Azcarraga



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph