



Republic of the Philippines  
**Department of Education**  
Region I  
**SCHOOLS DIVISION OFFICE OF ALAMINOS CITY**

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**DIVISION MEMORANDUM**  
**DM-2021-085**

TO : Heads of Elementary and Secondary Schools

FROM : Office of the Schools Division Superintendent

SUBJECT : **Provisions on the Conduct of Upskilling Activities Amidst the Covid-19 Public Health Emergency**

DATE : March 31, 2021

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1. As part of the continuing effort in upskilling the teachers amidst the challenges under the new normal, the Department of Education ensures the continuity of professional development programs through the conduct of capability buildings, Learning Action Cells (LAC), seminars and trainings.
2. In connection to this, to mitigate if not to totally avoid the spread of COVID-19, the following provisions shall be observed in conducting INSET in schools:
  - a. Schools are highly encouraged to conduct Learning Action Cells (LAC) Sessions using blended modalities.
  - b. Number of participants for LAC must not exceed 15 which shall include the LAC leader and LAC Resource Speaker or lesser as may be required in ensuring the required physical distancing.
  - c. In the conduct of virtual LAC, schools shall strictly observe the ethical use of online platforms and online sources.
  - d. In case face-to-face sessions are deemed necessary due to technical constraints, schools shall strictly observe the health measures set by the Regional Inter-Agency Task Force (IATF) on Emerging Diseases, such as:
    - Open spaces are recommended in the conduct of face-to-face trainings
    - The training venue must accommodate at most 50% of its capacity
    - Breakout sessions are encouraged to limit the number of participants per room or venue
    - Activities shall not involve any physical contact between and among the participants
    - Social distancing of participants shall be observed at all times
    - Participants are enjoined to bring their face masks, face shields and alcohol/hand sanitizers
    - Temperature of the participants must be monitored for the whole duration of the upskilling activities

***With hundred reasons to serve!***

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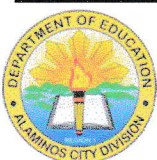
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3. This provision presupposes the situation that the region or area of responsibility is under the GCQ/MGCQ. Otherwise, the prevailing guidelines of the IATF on the prohibition of mass gathering and Department of Education (D.O. No. 14, s. 2020) shall strictly be complied. However, regardless of quarantine classifications, face-to-face delivery modality of any activity should be postponed at a later date when COVID cases significantly increases in at least municipal-wide range where the event is intended to take place.
4. The school heads are encouraged to make decisions appropriate to the school to ensure adherence to the provision.
5. Everyone is enjoined to always observe maximum health and safety protocols.
6. For information, guidance and compliance.

  
**LORNA G. BUGAYONG PhD CESO V**  
*Schools Division Superintendent*

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