

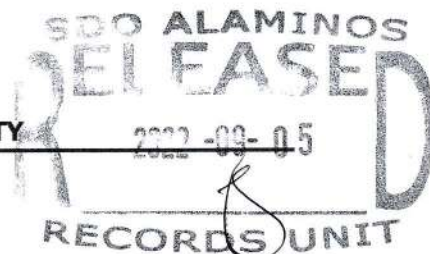


Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
DM-2021- 344



TO : Assistant School Division Superintendent *[Signature]*
Chief, Curriculum Implementation Division (CID) - *[Signature]*
Chief, School Governance and Operations Division (SGOD) *[Signature]*
School Head of Public Secondary and Elementary Schools
All others concerned

SUBJECT : **GUIDELINES AND OTHER POLICIES RELATED TO THE OPENING OF CLASSES**

FROM : Schools Division Superintendent

DATE : September 5, 2022

1. In consonance with Regional Memorandum No. 974 s. 2022 entitled, "Reiteration of the Implementing Guidelines on the SY 2022-2023 Calendar and Activities (DO 34, s. 2022) and Other Policies Related to the Opening of Classes, this Office issues these guidelines to be adopted in the opening of classes:
 - a. Schools are highly encouraged to implement five-day face-to-face classes starting August 22, 2022. Since all the schools opened for the progressive face-to-face classes last school year, all shall open for 5-day in-person classes this School Year;
 - b. The time allotment for in-person classes shall be based on DepEd Order No. 21, s. 2019, "Policy Guidelines on the k to 12 Basic Education Program";
 - c. The Most Essential Learning Competencies (MELCs) shall continue to apply for SY 2022-2023;
 - d. Teachers shall prepare Daily Lesson Plan/Log as per DO 42, s. 2016 entitled, "Policy Guidelines on Daily Lesson Preparation for the K to 12 Basic Education Program";
 - e. Assessment of learning shall follow DepEd Order No. 8, s. 2015 otherwise called the "Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program";

With hundred reasons to serve!



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- f. There shall be no set class size for each classroom. However, due diligence in consideration of the prevailing condition in the area shall be observed in regard to the setting of class sizes;
- g. Physical distancing shall be implemented whenever possible. Wearing of masks and washing of hands/using alcohol and other health protocols shall remain strictly maintained in the school premises. Moreover, weekly disinfection shall go on as practiced;
- h. Schools shall include in their Learning Recovery and Learning Continuity Plan a set of strategies and interventions that focuses on learning remediation, socio-emotional functioning, mental health, and well-being;
- i. Teachers shall develop and administer diagnostic test where the test items shall be evaluated by the Division Reading Committee. The Diagnostic Test shall be simultaneously conducted in all the schools on September 21-22. Additional details shall be announced through a separate memorandum;
- j. The Phil-IRI Assessment Tool shall be used to measure and describe reading performance of all learners. The pretest shall be administered simultaneously in all schools on September 14 – 16. Procedures for the conduct shall be contained in a separate memo. Meanwhile, the numeracy performance levels shall also be assessed and further details about this shall be announced later;
- k. The Multi-Factored Assessment tool (MFAT) shall be administered to Grade One learners on September 27 & 28 per DepEd Order No. 29, s. 2018 entitled, "Policy on the Implementation of Multi-Factored Assessment Tool";
- l. The professional development of teachers shall be needs-based and shall be managed by the HRDD Unit of the SGOD. Meanwhile, all schools shall conduct LAC Sessions at least once a month or as needed to promote reflective learning as a way of professional growth of teachers and non-teaching personnel;
- m. The provisions of OUCI-2020-307 entitled, "Suggested Measures to Foster Academic Ease during the COVID-19 Pandemic shall continue to apply as part of promoting mental wellness;
- n. Career guidance activities which may be held in-person or hybrid shall be conducted between August and December to guide Junior High School Learners in making informed career choices;

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- o. School canteens may resume their operations subject to the provision of DepEd Order 8, 2007 and DepEd Order 13, s. 2017;
 - p. There shall be no discrimination between vaccinated and unvaccinated teachers, personnel and learners. Unvaccinated teachers may return to their respective classrooms following the regular submission of negative antigen test results required under COVID 19 alert level status. Relatively, all teachers and non-teaching personnel are highly encouraged to be vaccinated.
2. The Social Management Monitoring and Evaluation (SMME) unit, in collaboration with the Education Program Supervisors (EPSs) shall monitor the activities to ensure compliance to the enumerated guidelines.
 3. For information, guidance and strict compliance.


DR. LORNA G. BUGAYONG, CESO V
Schools Division Superintendent

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