



Republic of the Philippines  
**Department of Education**  
 REGION V - BICOL

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DepEd-Division Office of Catanduanes  
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Date: MAR 03 2021  
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**ADVISORY**  
 March 1, 2021

DEPARTMENT OF EDUCATION  
 REGION V - BICOL  
 MAR 02 2021  
 RELEASED

TO : **Schools Division Superintendents**  
 All Others Concerned

Please be informed that the Central Office through the PS-PRD office have issued the attached SCHOOL READINESS ASSESSMENT (SRA) TOOL, hence, all are advised to be guided of the following instructions:

1. This School Readiness Checklist can be used to determine which among the schools in a MODIFIED GENERAL COMMUNITY QUARANTINE (MGCQ) AREA may be nominated for the pilot implementation of the face-to-face learning delivery modality. This checklist aims to assess school readiness for the face-to-face learning modality in the time of the COVID-19 pandemic. Thus, it is required to observe honesty and transparency in answering this tool and the given information shall be verified and validated.
2. For a school to be eligible for the pilot implementation of the face-to-face learning delivery modality, it needs to meet all the indicators (YES for all indicators) prior to the opening of face-to-face classes (YES for all indicators). The Schools Division Office (SDO) shall facilitate the administration of this readiness checklist to the nominated schools and shall validate the submitted results. Then, the summary result shall be transmitted to the Policy, Planning, and Research Division (PPRD) of the Regional Office (RO) for consideration and approval. The RO shall submit the final list to the Office of the Director for Planning Service (PS).

Submit the scanned copy of the accomplished SRA Tool to this email address: [pprd.rov@deped.gov.ph](mailto:pprd.rov@deped.gov.ph) not later than March 12, 2021(Friday).

Likewise, all concerned SDOs are directed to update the list of nominated Pilot Schools for limited face-to-face classes through this link: [http://bit.ly/R5\\_F2F\\_REPORT](http://bit.ly/R5_F2F_REPORT).

For information, guidance and compliance of all concerned.

019914

**GILBERT T. SADSAD**  
 Regional Director

rtb/msc



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 BY: [Signature]  
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To : **PSDSs**  
 Private and Public School Heads

For information, guidance and strict compliance.

**SUSAN S. COLLANO**  
 Assistant Schools Division Superintendent  
 Officer-In-Charge  
 Office of the Schools Division Superintendent

## SCHOOL READINESS ASSESSMENT TOOL

School Name:	Division:
School ID:	Contact Number:

The School Readiness Checklist can be used to determine which among the schools in a **MODIFIED GENERAL COMMUNITY QUARANTINE (MGCQ) AREA** may be nominated for the pilot implementation of the face-to-face learning delivery modality. This checklist aims to assess school readiness for the face-to-face learning modality in the time of the COVID-19 pandemic. Thus, it is required to observe honesty and transparency in answering this tool and the given information shall be verified and validated.

For a school to be eligible for the pilot implementation of the face-to-face learning delivery modality, it needs to meet all the indicators (**YES for all indicators**) prior to the opening of face-to-face classes (**YES for all indicators**). The Schools Division Office (SDO) shall facilitate the administration of this readiness checklist to the nominated schools and shall validate the submitted results. Then, the summary result shall be transmitted to the Policy, Planning and Research Division (PPRD) of the Regional Office (RO) for consideration and approval. The RO shall submit the final list to the Office of the Director for Planning Service (PS).

<b>PRE-ASSESSMENT QUESTIONS</b>	Based on the IATF Community Quarantine Classification, answer what is the community quarantine classification of the province or city where your school is located. Kindly check the appropriate box.			
	<input type="checkbox"/> ECQ	<input type="checkbox"/> MECQ	<input type="checkbox"/> GCQ	<input type="checkbox"/> MGCQ
	For the past thirty (30) days, does the barangay where your school is located recorded any confirmed COVID-19 case/s? <i>**Kindly refer to your respective barangay for the data.</i>			
	<input type="checkbox"/> YES		<input type="checkbox"/> NO	
	Is the school accessible through public transportation?			
	<input type="checkbox"/> YES		<input type="checkbox"/> NO	
	<b><u>If the school's location falls under the MGCQ classification, the barangay where the school is located has not recorded any confirmed COVID-19 case/s in the past thirty (30) days, and the school is accessible by public transportation, kindly proceed answering this readiness assessment checklist, otherwise, your school cannot be nominated as a participating school for the pilot implementation of face-to-face classes.</u></b>			

### A. MANAGING SCHOOL OPERATIONS

Readiness Indicators	YES	NO
1. Did the school adjust their class program according to their school's AWA?		
2. Are classrooms physically redesigned to ensure safety of learners from COVID-19 transmission?		
3. Does the school establish safe entrance, exit, and contact tracing procedures for all school comers (learners, teachers, parents/guardians, school personnel, etc.)?		
4. Does the school have a proactive COVID-19 local hotline/help desk that connects and coordinates to the hospitals and LGUs?		
5. Does the school have an assigned/ designated health safety officer/s who take/takes charge of the school's safety protocols, procedures and mechanisms? <i>(Health safety officer may come from the school stakeholders, i.e. PTA, Barangay official/personnel.)</i>		
6. Does the school follow the required number of maximum learners in a classroom?		
7. Did the school orient learners, parents, guardians, teaching and non-teaching personnel, external stakeholders and LGU of the existing protocols, mechanisms, and procedures needed in conducting face-to-face classes?		
8. Did the school conduct an orientation of teaching personnel on possible changes in their AWA?		
9. Does the school provide a daily health monitoring tool for school-goers?		
10. Did the school set up a proper sanitation and hygiene facility (handwashing station, foot bath, etc.) for school-goers?		

### B. FOCUSING ON TEACHING AND LEARNING

Readiness Indicators	YES	NO
1. On Learning Resources, are learning resources needed for face-to-face classes sufficient?		
2. On Class Schedule, are class schedules arranged equitably to provide opportunities for all learners to attend face-to-face classes?		
3. On Teacher Load, are teacher load/s arranged equitably and fairly observing the maximum 6-hour classroom teaching hours per day?		
4. On School Requirements, is DepEd policy on academic ease observed/implemented?		
5. On Performance Management, are teachers provided appropriate learning and development support for them to better provide quality basic education services amid the crisis?		

### C. WELL-BEING AND PROTECTION

Readiness Indicators	YES	NO
1. Are learners and school personnel provided with face masks, face shield, and protective gear?		
2. Does the school have an adequate supply of face masks, face shield, and protective gears in replacement of lost and damaged PPEs of students and teachers?		
3. Does the school have adequate supply of sanitation and disinfection materials?		
4. Did the school establish a clear procedure of referral system of confirmed and suspected personnel and learners?		
5. Did the school establish a clear information dissemination system for close contacts of confirmed positive cases?		
6. Did the school secure consent from parents/guardians of students who will participate in the face-to-face learning arrangement?		
7. Does the school provide psychological support to manage transition of students who will undergo the face-to-face classes?		
8. Are school's safety procedures, protocols, and mechanisms PWD-friendly?		

### D. HOME-SCHOOL COORDINATION

Readiness Indicators	YES	NO
1. Did the school coordinate with the Barangay Local Government Unit (BLGU) in ensuring safe entrance and exit protocols are observed properly?		
2. Did the school orient the parents/guardians regarding safe drop-off and pick-up procedures?		
3. Did the school orient the parents/guardians on safety precautions and preventive measures while commuting? (e.g. wearing of proper face masks and face shields, refrain from talking and eating while in public transportation, ensure adequate ventilation, frequent and proper disinfection, appropriate physical distancing)		
4. Did the school orient the parents/guardians on safety precautions and preventive measure upon entering the school premises?		
5. Did the school orient the parents/guardians in ensuring that the learners practice proper sanitation and hygiene upon arriving at home from school and vice versa? (e.g. washing of hands, disinfecting, proper wearing of masks and face-shields)		
6. Does the school have a designated waiting area for parents/guardians during dismissal period?		