



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Cebu Province

**Office of the Schools Division
Superintendent**

December 9, 2021

DIVISION MEMORANDUM

No. 537, s. 2021

**GUIDANCE FOR PRIVATE SCHOOLS THAT INTEND TO PARTICIPATE THE
IMPLEMENTATION OF LIMITED FACE-TO-FACE CLASSES**

To: Assistant Schools Division Superintendents
Chief Education Supervisors
Public Schools District Supervisors/District-in-Charge
Private Elementary/Secondary School Heads
All Others Concerned

1.The Office hereby informs the **more than 200 private schools** that are under the jurisdiction of SDO Cebu Province to comply the stipulations of **DepEd-DOH JMC No. 1, s. 2021 dated 27 September 2021** as regards to the opening of limited face-to-face classes. Additional information about the opening of the limited face-to-face classes is also stipulated in **DepEd Memorandum No. 71, s. 2021**.

2.Application folders need to be submitted at the Schools Governance & Operations Division (SGOD) with the following important documents:

2.1 Letter-request addressed to the Regional Director channeled to the Schools Division Superintendent;

2.2 PTA Resolution;

2.3. Sangguniang Barangay resolution;

2.4.School's Organizational Chart indicating grade levels;

2.5. Pictures of Classroom Restructuring;

2.6.Copies of the vaccination cards of the teachers, school head/s and nonteaching staff.

2.7.Letter-consent from the municipal mayor and the rural health unit/rural health physician in the municipality;

2.8. Machine copies of the vaccination cards of the learners (Grade 7 to 12);



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2.90. Sample class program/scheduling of classes;

2.91. Machine copy/photocopy of the filled-up School Safety and Assessment Tool (SSAT);

2.92 Machine copy of the permit to operate or certificate of recognition;

2.93. Proposed implementation plan (refer to DepEd-DOH JMC No. 1, s. 2021);

2.94 Contingency plan (if a covid case will happen in the barangay);

2.95 Pictures of the school clinic with the needed medical kits/supplies;

2.96 Pictures of handwashing facilities in the school; and

2.97 Pictures of the exit and entrance gates of the school;

2.98 Parental consent (parents/guardians of the learners); and

2.99 Other documents that may support the school's application for limited face-to-face classes.

3. Wide dissemination of and strict compliance of this Memorandum is hereby directed.


MARILYN S. ANDALES EdD, CESO V
Schools Division Superintendent

sds/sgod/vay/2021



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