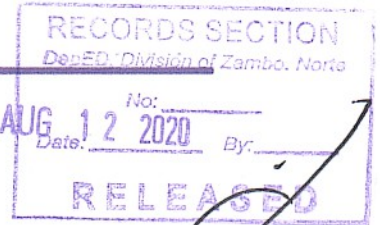




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Memorandum No. 212-s. 2020

To: Division Chiefs
EPSs/PSDSs/SEPSs
School Heads (Both Elementary and Secondary)
All Others Concerned

From: MA. LIZA R. TABILON EdD, CESO V
Schools Division Superintendent

Subject: MANDATORY DAILY REPORTING IN PREPARATION TO THE OPENING OF CLASSES

Date: August 11, 2020

1. In the exigency of the service and in light of the forthcoming official start of classes this August 24, 2020 for SY 2020-2021, this office mandates the daily reporting of concerned officials to ensure that necessary preparations are made prior to classes opening. These preparations shall include, but not be limited to the following:

- a. Conduct of quality assurance of modules;
- b. Printing and reproduction of modules;
- c. Delivery and distribution of modules and other learning materials;
- d. Mapping of DepEd textbooks for the alignment with the MELCs for learning area per grade level;
- e. Preparation of Weekly Home Learning Plans; and
- d. Completion of undertakings in compliance with health and safety protocols.

2. In effect, this memorandum temporarily cancels agreed alternative work arrangements and reverts reporting to 5-day workweek to make themselves available during working hours and to maximize the time spent in the discharge to their duties and responsibilities.

3. To reiterate, this office encourages everybody's observance of minimum health standards, including social distancing, among others. The officials of schools which are currently used as quarantine facilities may seek collaboration from adjacent schools and shall adopt measures to ensure safety of personnel; while officials of adjacent schools are directed to accommodate said personnel and shall provide space where they may hold office.

4. Immediate dissemination of this memorandum is desired.

JLR/MandatoryDailyReporting/DM022-2020/08112020

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