



Republic of the Philippines
Department of Education

CARAGA REGION

SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

26 AUG 2021

Division Memorandum

No. 412 s. 2021

SCHOOL READINESS CHECKLIST IN RESPONSE TO COVID-19 PANDEMIC

To: Public Schools District Supervisors/ District In-Charge
 School Heads and Principals
 This Division

1. Pursuant to DepEd Order no. 29, s. 2021 issued on August 5, 2021 re: School Calendar and Activities for School Year 2021-2022, that the opening of classes is set on September 13, 2021.
2. Prior to the formal opening of classes for SY 2021-2022 on Sept. 13, 2021 the field is hereby informed to undertake the necessary preparations on school readiness by following the minimum health standards, Disaster-Risk Reduction Management (DRRM), Brigada Eskwela and Brigada Pabasa implementation.
3. Attached is a template for School Readiness Checklist in Response to Covid-19 Pandemic to be used by the School Heads, District Supervisors and Division Monitors as guide in making the schools disaster free and ready for the opening of classes.
4. Public Schools District Supervisors shall monitor all schools in the area of responsibility. And shall recognize the schools as to Gold, Silver and Bronze based on the points earned by every school. This will be validated by the EPS, Division Coordinators, SEPS assigned in every district.
5. School Heads are required to answer honestly the templates using the Google Form link <https://tinyurl.com/READINESSLIST2021>. Deadline of submission will be **on or before September 10, 2021**.
6. For more details and clarifications please contact Ms. Joanne H. Balan in School Governance and Operations Division.
7. Immediate and widest dissemination of this memorandum is highly desired.

JOSITA B. CARMEN, CESO V
 Schools Division Superintendent

Encl.: As stated
 Reference: As stated

To be indicated in the Perpetual Index
 under the following subjects:

SCHOOL READINESS CHECKLIST IN RESPONSE TO COVID-19 PANDEMIC
 ESU//DM- SCHOOL READINESS CHECKLIST IN RESPONSE TO COVID-19 PANDEMIC ___/August 26, 2021



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SCHOOL READINESS CHECKLIST IN RESPONSE TO COVID 19 PANDEMIC S.Y. _____

Name of School: _____ District: _____ Date Monitored: _____

Direction: Put check (√) in column 2 if the indicator is visible and put (X) in column 3 if the indicator is not visible. Then count the (√) as the total points earned.

1. Minimum Health Standards Protocols

Indicators	Evident	Not Evident	Remarks
<i>Monitor and evaluate schools and offices on the conduct of the following:</i>			
1. Report on the % of vaccinated school personnel.			
2. Decontamination of schools (for schools utilized as COVID-19 Isolation facility) and office vehicles.			
3. Conduct IEC regarding COVID-19 focusing on its preventive measures in schools such as proper hand respiratory hygiene and social distancing.			
4. Distribute/Post IEC materials regarding COVID-19 such as leaflets/posters, infographics compliance to guidelines issued by DepEd, LGU, DOH & IATF.			
5. Conduct Orientation/Advocacy on COVID-19 prevention and vaccination.			
6. Existing functional school clinic with available First aid kits, medicines and Health Officer.			
7. Presence of School Nurse/Clinic Teacher/ Wellness Officer during distribution of modules.			
8. Available functional handwashing facility with regular supply of water and free hand soap. (WiNs Implementation Program)			
9. Wearing of Face Masks (Learners, Teachers, School Heads, Parents and external stakeholders).			
10. Use of Hand Sanitizer/ alcohol in every classroom/office.			
11. Use of Thermal scanner at the gate of the school and Health Declaration Form.			
12. Available functional Comfort Rooms with Water Supply and Free Hand Soap.			

2. Brigada Eskwela Implementation

Indicators	Evident	Not Evident	Remarks
1. Launching of Brigada Eskwela and Brigada Pabasa implementation.			
2. Designation of School Desk Officer for enrolment.			
3. School nameplate is visible and presentable.			
4. Flag hanged is not dilapidated.			
5. Cleanliness of classrooms and school premises observing health protocols.			
6. Damaged security gate, roofing, fence and fence are repaired.			
7. School landscaping, such as but not limited to mini/ decorative fence that pushes dangers to learners/ stakeholders are discouraged.			
8. School is completely enclosed with a perimeter fence.			
9. Proof of Brigada Eskwela Plus implementation.			



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3. Disaster Risk Reduction and Management (DRRM) Protocols

Indicators	Evident	Not Evident	Remarks
A. Prevention/ Mitigation			
1. Issue school order for activation of SDRRM Team			
2. Prepare directional signage for entrance and exit in getting the modules.			
3. Conduct inspection of school buildings/ classrooms, vis-a vis:			
• Electrical/wirings intact and good condition including its fixtures			
• Hanging/dilapidated ceilings fixed and repaired			
• Broken glass windows, frames cleared and replaced.			
• Framed decorative, pictures and info boards inside the classrooms are properly secured or removed the glass frames.			
• Exits/ Hallways are free of obstructions in case of emergency.			
4. Trees twigs, branches and falling coconuts that are detrimental to learners are cut and removed.			
5. Clogged canals, stagnant water/drainage system cleaned and disinfected for dengue /malaria carrying mosquitoes.			
6. Sharp objects, stones and rocks on playing areas are removed and cleaned.			
7. Uneven school grounds are flattened.			
8. Entrance security gate is high and wide enough to accommodate rescue trucks to enter in case of emergency.			
9. Fire Protection Annual Inspection Certificate Updated.			
10. Posters on what to do during flood, earthquake, fire and typhoon.			
11. Posting of Hotline numbers for emergency (Police, Fire Station, Security Guard & DRRMO)			
TOTAL Check (√) Earned			

Levels of Recognition:

- 32 – 36 pts – **GOLD**
- 27 – 31 pts – **SILVER**
- 24 – 26 pts – **BRONZE**
- 23 below – **Needs Improvement**

General Comments/ Recommendations:

Prepared by:

Noted by:

 School Head/ Principal

 PSDS/DIC



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