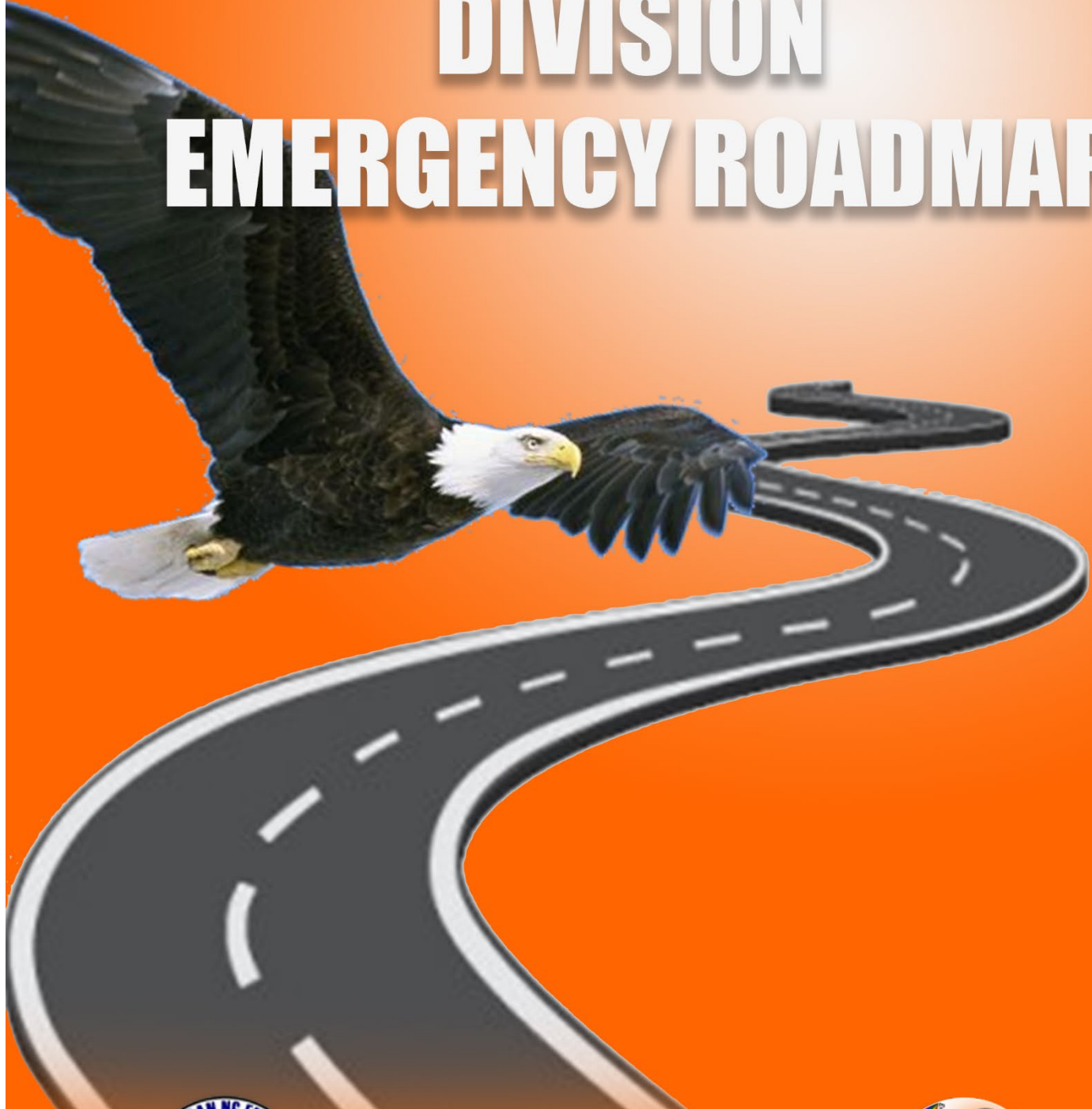




DIVISION EMERGENCY ROADMAP



Republic of the Philippines
Department of Education
REGION VIII



SCHOOLS DIVISION OF NORTHERN SAMAR

DIVISION EMERGENCY ROADMAP

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CONTENTS

1 Tittle

2 Division Planning Team

3 Contents

4 Rationale

5 Objectives

6 The Roadmap

A. Office of the Schools Division Superintendent

Administrative Management

-Human resource Management

-Cash Management

-Supply and Procurement Management

-Records Management

-Security, Facilities, and Maintenance Management

Financial Management

-Accounting

-Budget

Performance Management

B. Curriculum Implementation Division

Instructional Management

Assessment of Learning

Learning Resources Management & Development

C. School Governance and Operations Division

Quality Management System

Social Mobilization and Networking

Disaster Risk Reduction Management

Human Resource Development

Planning and Research

School Health

Education Facilities

RATIONALE

Education is a fundamental right of every Filipino child. The Philippine Constitution provides that “The State shall protect and promote the right of all citizens to quality education at all levels, and shall take appropriate steps to make such education accessible to all.” As a right, every child must go to school and the government must provide access to quality, relevant, and liberating education. Yet in times of disasters, calamities, and conflicts, the delivery of education service is often disrupted.

However, DepEd Northern Samar Division is committed to ensuring access and quality education in emergency situations like Covid-19 pandemic. As an emergency response to this daunting situation, the division formulated the Division Emergency Roadmap or Division Learning Continuity Plan.

The Division Emergency Roadmap serves as a guide of 606 schools in the 46 schools districts in developing their own school-based emergency roadmap which will address the issues and concerns relative to the delivery of basic education amidst COVID-19 pandemic. It considers a “whole division” approach in addressing the risks and challenges that the entire division might encounter in pursuing its mandate on providing access and quality to the school learners.

Likewise, the Emergency Roadmap outlines the implementing measures, strategies, and interventions by Key Result Area including the risks, challenges, and their respective responses with the aim of sustaining an efficient, effective, and interoperable Schools Division even in times of global crisis.

In the crafting of the Division Emergency Plan, the Division Planning Team considers the following:

1. Alignment of the Division KRAs and implementing measures to Regional KRAs and measures;
2. Financing requirements;
3. Safe operations of various schools division offices, district offices, and schools;
4. Appropriate learning modalities;
5. Wellness and protection of teachers and learners;
6. Sustainability of the implementing measures; and
7. Recognition and involvement of various stakeholders.

OBJECTIVES

The overall objective of the Division Emergency Roadmap is to ensure that emergency-affected school learners continue to get access to quality, relevant, and liberating education in times of Covid-19 pandemic.

The specific objectives are as follows:

1. Ensure that the three functional division offices of the Schools Division Office (SDO) are prepared to deliver the basic services to the schools and other stakeholders even during the time of emergency;
2. Strengthen the capacity of the division, district, and school personnel in providing the required and essential knowledge, skills, and values to all types of learners;
3. Capacitate the school personnel in formulating, implementing, and monitoring and evaluating their School Emergency Plan or School Learning Continuity Plan; and
4. Ensure strong partnership and collaboration among various stakeholders.

OFFICE/DIVISION	KRA	Implementing Measures	Timeline	Responsible Person	Pre-Requisites	Risk and Challenges	Responses to Risks and Challenges	Cost Estimate	Fund Source	Success Indicator
Office of the Schools Division Superintendent (OSDS)	ADMINISTRATIVE MANAGEMENT Human Resource Management	To perform efficiently personnel action such as Recruitment, Selection and Placement	Entire month of June 2020 for teaching As scheduled for non-teaching	Personnel Selection Board HR Unit (Secretariat)	Guidelines on applicants assessment and conduct of actual process of interview and demo for teachers Applicants and Ranking Committee must observe strict health measures	Applicants and documents can be a source of virus	Issuance of Division Memorandum on guidelines on the actual process of Interview and Demo creating of five sets of committees for panel interview with emphasis on limiting the number of applicants, and observance of social distancing and no face mask no interview policy			100% assessment and board hearing appropriately conducted
		Release of final ranking thru online facility	July 2020 final release of RQA 2020	HR Unit ICT Office	HR Unit ICT Office	No Internet signal	Release of final ranking thru online facility Seek assistance from the ICT Office for restoration of internet connectivity			100% released within target schedule of final ranking
		To ensure timely processing of documents such as appointment processing on promotions, transfer, reclassification, separation, designation and retirement and perform other personnel action efficiently						Online submission of documents		
		Receive documents for promotions, transfer, reclassification, separation, designation and retirement thru online facility	As required	HR Unit	Division Memo on the guidelines of online modality in receiving documents	Teachers/Clients and documents are potential virus carriers Problem in Internet connectivity/signal.	Seek assistance from the ICT Office for the restoration of internet connectivity Window-based transactions observing social distancing and "no face mask, no transaction" policy.			100% of received documents were acted upon

OFFICE/DIVISION	KRA	Implementing Measures	Timeline	Responsible Person	Pre-Requisites	Risk and Challenges	Responses to Risks and Challenges	Cost Estimate	Fund Source	Success Indicator
		Submit documents the Regional Office thru online facility or thru the liaison officer	As required	HR Unit	Division Memo on the schedule of submission to RO of documents for personnel action	Liaison Officer is a potential virus carrier No/Poor/Weak Internet connectivity/signal.	Online submission of documents Seek assistance from the ICT Office for the restoration of internet connectivity Use of audio or video conference; limit the number of participants; or conduct by batch up to 30	P 40,000.00	Division MOOE Fund	100% of received documents were submitted to RO
		Conduct of orientation for newly hired employees or personnel (Salary benefits and other related matters)	As required	HR Unit	Division Memo	Teachers/Clients and documents are potential virus carriers No/Poor/Weak Internet connectivity/signal.	Seek assistance from the ICT Office for the restoration of internet connectivity			100% submission/ requests and issuance of documents promptly undertaken
		To ensure that payroll for salaries and benefits of Division-paid personnel are processed timely and accurately Receive documents relative to payment of benefits thru district liaison officers/ADAS/Schoolhead/District Head based of schedule for submission	Daily	Payroll Services & Remittance Unit	Division Memorandum on the schedule of submission Presence of Payroll Services Unit staff/personnel	Clients and/or documents could be virus carriers	Strict observance of the IATF/DOH safety measures on the part of the client and the receiving officer Observe proper safety measures on the part of the guard on duty (social distancing, thermal scanning & proper sanitation); Clients must observe minimum health standards			100% of received documents were acted upon
		Prepare payroll, DVs and ORS upon receipt of claims with complete supporting documents	Daily	Payroll Services & Remittance Unit	Strict observance of the IATF/DOH safety measures on the part of the client and the receiving officer	Clients and/or documents could be virus carriers	Provision of PPE to the receiving officer			100% of received documents were acted upon
		To ensure timely action to application for Pag-IBIG and GSIS Loan applications according to existing policies Receive payslips/application for loan is based on the schedule of submission	Daily	Payroll Services & Remittance Unit	Division Memorandum on the schedule of submission	Loan applicants and payslip/ application could be viurs carriers	Strict observance of minimum health standards			100% loan applications are acted upon

OFFICE/DIVISION	KRA	Implementing Measures	Timeline	Responsible Person	Pre-Requisites	Risk and Challenges	Responses to Risks and Challenges	Cost Estimate	Fund Source	Success Indicator	
	Cash Management	Review and send loan application with payslip to Regional Loan verifier	Daily	Payroll Services & Remittance Unit	Presence of Loan Officer(Remittance Unit personnel) and Regional Loan Verifier Strict observance of the IATF/DOH safety measures on the part of the client and the receiving officer	Personnel will be exposed to virus; No/Weak/Poor Internet connectivity	Strict observance of minimum health requirements; upgrade Internet connectivity			100% loan applications sent to RO for verification and appropriately acted upon	
		To ensure efficient cash collection and receipt within the time frame □ Receive payments from School Heads, Teachers, and other personnel	As required	Cash Unit	Liaison personnel/client should: •wear mask, •undergo temperature checking by the Health & Nutrition Personnel/ Division Guard;	Liaison personnel / client could be carriers of the virus	Strictly implement precautionary measures such as wearing of mask, checking of temperature, and sanitizing of hands			100% of required payments and remittances were collected within time frame	
		Receive remittance of Implementing Unit payments of Provident Loan through Liaison Personnel Deposit collection of payments received from refund, overpayment & provident remittance			•deposit slip						100% of cash collection were deposited
		To perform cash disbursement through ADA and check/utilization of fund Release of approved checks to payees (school heads for MOOE downloading, salary and other benefits to retired teachers) Submit LDDAP ADA/SLIAE to BTR and DBP for the Salary and other benefits of division paid teachers, travel reimbursements, capital outlay,DO MOOE B18 Release of salary and benefits of regional paid employees thru LDDAP ADA/SLIAE	Daily Monthly	Cash Unit	Personnel/ Messenger should: •wear mask •go directly to concerned agency/ depository bank •frequently sanitize with alcohol / sanitizer •always practice social distancing •use office vehicle •Present	Personnel could be infected while transacting business	Provision of PPE to the personnel / messenger Transact at the window only Inform availability of check of the concerned payee through bookkeepers Submit the payfile through email/internet to the depository bank		P 25,000	Division MOOE Fund	100% release of checks 100%LDDAP ADA transactions submitted to the bank 100% salary received by teaching and non-teaching employees

OFFICE/DIVISION	KRA	Implementing Measures	Timeline	Responsible Person	Pre-Requisites	Risk and Challenges	Responses to Risks and Challenges	Cost Estimate	Fund Source	Success Indicator
		<p>To ensure on time preparation of liquidation and all cash unit's reports</p> <p>Prepare Monthly Report of Disbursement</p> <p>To perform other tasks relative to cash management functions</p> <p>Release of payslips per district/school through liason personnel</p> <p>To efficiently and effectively carry out the supply management activities through timely and appropriate performance of procurement and acquisition functions</p> <p>Issue Purchase Order to winning bidder/supplier</p> <p>To perform supply management function through ensuring adherence to prompt and quality specs of item delivered</p>	<p>Monthly</p> <p>Monthly</p> <p>As required</p>	<p>Cash Unit Implementing Units</p> <p>Cash Unit Implementing Units</p> <p>Supply and Property Unit</p>	<p>Monthly Reports</p> <p>Payslips for the elementary and secondary teachers & personnel</p> <p>Purchase Orders</p>	<p>Liaison personnel could be infected by the virus</p> <p>Liaison personnel / client could be a carrier of the virus</p> <p>Possible infection while in the process of performing the function</p>	<p>Observe minimum health standards; submit the reports of the IUs through Messenger or email</p> <p>Issuance of a Division Memo to the field about the schedule of release of payslips per district</p> <p>Create a groupchat of school heads and liason officers to inform their schedule for the release of payslip per district or school. The GC will also serve as a medium for cash unit related transaction/information</p> <p>Strict observance of minimum health standards</p>			<p>100% submission of month report</p> <p>100% payroll and payslips released</p> <p>100% Purchase Orders served</p>

OFFICE/DIVISION	KRA	Implementing Measures	Timeline	Responsible Person	Pre-Requisites	Risk and Challenges	Responses to Risks and Challenges	Cost Estimate	Fund Source	Success Indicator
		Receive/release documents from the district office (including secondary schools) through the District Liaison Personnel	Daily	Records Unit ICT Office	Division Memorandum on the schedule of receiving and releasing of documents Documents from the Districts and Schools	No designated Liaison Officer at the District Level; Liaison Officer could be infected in public transport No/Poor/Weak Internet Connectivity	Issuance of a memorandum on the designation and functions of District Liaison Officers and schedule of releasing with particular emphasis on minimum health standards set by IATF/DOH Issuance of a memorandum on the guidelines for submission/ releasing of documents through email and other mode of online submission Create Facebook Group Account to facilitate the online dissemination/ release of documents to the schools			100% of the documents received were released on time
		Receive/release documents to RO through the Division Liaison Officer or through on-line facility To carry out the documentation, authentication and verification function and promptly process the authentication and certification of school records in accordance with DepEd and DFA guidelines	Daily	Records Unit ICT Office	Documents for submission to RO	Liaison Officer could be a potential virus carrier No/Weak/Poor Internet connectivity	Upgrade Internet connectivity; Liaison Officer must observe the health protocol	P 70,000.00	Division MOOE Fund	100% of the documents received were released on time
		Authenticate/Certify documents in accordance with the standards	As required	Records Unit ICT Office	documents submitted for authentication & verification	Liaison Officer could be a potential virus carrier No/Poor/Weak Internet connectivity	Liaison Officer must observe the minimum health standards; Online submission of documents; upgrade Internet connectivity			100% of the documents were authenticated or certified

OFFICE/DIVISION	KRA	Implementing Measures	Timeline	Responsible Person	Pre-Requisites	Risk and Challenges	Responses to Risks and Challenges	Cost Estimate	Fund Source	Success Indicator
		Prepare and submit endorsement for authentication and certification of Schools Records to the Regional Office using the prescribed guidelines of DepED/DFA	As required	Records Unit OSDS	Request from concerned individuals	Liaison Personnel will be exposed to virus; No/Weak/Poor Internet connectivity	Strict observance of minimum health standards; Provision of alternative modes such as cellphone data and other similar modes			100% of the request for CAVs received were forwarded to RO in real time
	Security, Facilities and Maintenance Management	<p>To prepare, implement and evaluate division office safety and security plan to guarantee protection of stakeholders customers and employees by strictly following IATF/DOH Health protocol</p> <p>To ensure safety of employees, clients, and stakeholders, Security Personnel are required to conduct the following precautionary actions:</p> <p>a. Inquire clients point of origin and compliance with required certifications (Health Clearance)</p> <p>b. Check temperature of clients and employees before they can enter premises</p> <p>c. Ensure compliance of clients and employees to health and precautionary measures (wearing of masks, observance of physical distancing, hand sanitizing/washing etc.)</p> <p>d. Limit transaction to specified number of clients to guarantee physical distancing through used of priority number</p> <p>e. Schedule client transactions</p> <p>f. Schedule daily cleaning maintenance and disinfection to all high touch surfaces especially in common areas (Visitors lounge, CR, and hand</p>	Daily	General Services Unit	<p>Contract of Service</p> <p>Hygiene Supplies (masks, soap/sanitizer, alcohol, Thermal scanner etc.)</p> <p>Division Memorandum and Notice of Scheduled transactions</p>	<p>Security Guards could be infected/ carrier of virus</p> <p>Non-availability of masks, sanitizer/ soap, alcohol, thermal scanner etc</p>	<p>Close coordination with agency/ Division Health and Nutrition office for the monitoring of the guard's health standards</p> <p>Request replacement in case the guard is sick or shows signs of sickness</p> <p>Issuance of Division Memorandum on the use of Priority number or scheduling of transaction</p>	P 20,000.00	Division MOOE Fund	100% of DO employees, stakeholders, customers /clients' safety were secured

FINANCIAL MANAGEMENT (Accounting)

OFFICE/DIVISION	KRA	Implementing Measures	Timeline	Responsible Person	Pre-Requisites	Risk and Challenges	Responses to Risks and Challenges	Cost Estimate	Fund Source	Success Indicator
	Financial Records and Reports	To maintain financial records and reports in order to provide management with information for decision making, and accounting reports to oversight agencies to ensure the proper utilization of funds in accordance with accounting and auditing rules and regulations. Process Liquidation of Cash Advances	Jan-Dec	Finance Section	Liquidation reports	Personnel involved in the processing of reports could be infected by virus	Strict observance of health standards set by IATF and DOH	500,000.00	Division/School MOOE	100% Liquidation of Cash Advances
	Technical Assistance and Functional Supervision	To effectively and efficiently provide technical assistance to lower level accounting units Conduct of Mid-Year and Year-End Seminar-Workshops	July and Dec	Finance Section	Complete and Timely Submission of Mid-Year and Year-End Financial Reports	Participants may be asymptomatic carriers	Conduct of multi-stage seminar-workshops: Training of trainers who will conduct district/school seminar-workshops with limited no. of participants	500,000.00	Registration Fee/Division MOOE	100% submission of Financial Reports
	Accounting Services Performance	To ensure that all accounting services are performed timely and accurately Conduct regular meetings of the accounting services Conduct training on the Implementation of JC 2019-001	Quarterly Mar-20	Finance Section	Regularly giving updates on the Financial Systems and Operations to School Heads in-charge in managing the schools Financial Resources as well as to ADAS II and	Participants may be asymptomatic carriers	Conduct of audio-video conference; Conduct of multi-stage seminar-workshops: Training of trainers who will conduct district/school seminar-workshops with limited no. of participants	500,000.00	Division MOOE Fund	100% attendance in the conduct of said activity

Budget

Budget Preparation	To prepare and submit Budget Proposals in coordination with other functional units/section and Implementing Units as to prioritization of programs and projects and the Regional Development Council (RDC) and Department of Budget and Management (DBM) - Conduct online monitoring of the progress of preparation of Budget Proposal Forms	May-June, 2020	All Implementing Units	Completed BP Forms; Internet connection	No/Poor/Weak Internet Connectivity	Upgrade Internet connectivity; online monitoring through FB Group Chat and other online platforms		30,000.00	Division MOOE Fund	100% of the Ius submitted Final Budget Proposals prepared in accordance with Budget Call. 100% of the Ius submitted Final Budget Proposals prepared in accordance with Budget Call.
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OFFICE/DIVISION	KRA	Implementing Measures	Timeline	Responsible Person	Pre-Requisites	Risk and Challenges	Responses to Risks and Challenges	Cost Estimate	Fund Source	Success Indicator
	Budget Execution	<p>To prepare Budget Execution Documents (BEDs) of the Division Office and to review and consolidate BEDs submitted by Implementing Units</p> <p>- Conduct online monitoring and review of the submission of Implementing Units thru the Unified Reporting System (URS)</p> <p>To facilitate the claims, payments of salaries (Personal Services) and reimbursements, Maintenance and Other Operating Expenses (MOOE), and Capital Outlay (CO) expenditures)</p> <p>- Prepare, evaluate and certify as to availability of allotment, monitor and records expenditures in appropriate registries and forwards claims to accounting and/ Admin Unit.1</p> <p>- Implement Refund of Remittances for to GSIS, PAGIBIG, Provident Fund and PLIS consistent with authority granted</p> <p>- Release of Sub-AROS to Implementing Units</p>	<p>November, 2020</p> <p>May-December</p> <p>May-December, 2020</p> <p>May to December, 2020</p>	<p>DO Budget Unit</p> <p>DO Budget Unit</p> <p>DO Budegt Unit</p> <p>DO Budget Unit</p>	<p>Completed BEDs</p> <p>Complete documents for each claim.</p> <p>Request for refund</p> <p>Sub-AROS</p>	<p>No/Poor/Weak Internet Coonectivity</p> <p>Personnel submitting the documents could be asymptomatic virus carriers</p> <p>Personnel submitting the documents could be asymptomatic virus carriers</p> <p>Unstable/Slow Internet connection; Liaison Officer could be asymptomatic virus carrier</p>	<p>Upgrade Internet connectivity; Liasion Officer must observe the health protocol</p> <p>Strict observance of health standards set by IATF and DOH</p> <p>Strict observance of health standards set by IATF and DOH</p> <p>Upgrade Internet connection; Online release through Google Drive, GC, email and other means; Personnel must observe heatlh standards</p>	<p>30,000.00</p>	<p>Division MOOE Fund</p>	<p>100% of Schools Division Offices submitted BEDs on or before the prescribed period.</p> <p>100% of Division Offices submitted BEDs on or before the prescribed period</p> <p>100% of the salaries and claims were released.</p> <p>100% of the claims were processed and forwarded to toher offices</p> <p>100% of the claims for refund implemented</p> <p>100% of Sub-AROS downloaded to SDOs were uploaded</p>
	3. Budget Accountability Reporting	<p>To maintain books of accounts and Registries of Allotment and Disbursements (RAOD)</p> <p>Submit the 2020 Mid-Year Division Consolidated Budget Reports</p> <p>Conduct of the Division 2020 Mid-Year Workshop, but set deadline for submission online of the IUs Budget Reports</p>	<p>July, 2020</p> <p>July, 2020</p>	<p>DO Budget Unit and IUs bookkeepers and/ accountants</p> <p>Do Budegt Unit and IUs bookkeepers and/Accountants</p>	<p>Budget Reports</p> <p>Submitted Budget Reports</p>	<p>Personnel submitting the documents could be asymptomatic virus carriers</p> <p>Personnel attending the workshop could be asymptomatic virus carriers; unstable/slow Internet connection</p>	<p>Strict observance of health standards set by IATF and DOH</p> <p>Audio-video teleconferencing using Zoom/Teams; online submission through Google Drive, Email, etc.; Upgrade Internet connection</p>	<p>10,000.00</p>		<p>100% of IUs submitted the reports</p> <p>100% of Budgetary Reports submitted as scheduled</p>

OFFICE/DIVISION	KRA	Implementing Measures	Timeline	Responsible Person	Pre-Requisites	Risk and Challenges	Responses to Risks and Challenges	Cost Estimate	Fund Source	Success Indicator	
	Performance Review & evaluation	Conduct Mentoring & Coaching	June,2020-March, 2021		Attendance of Participants IPCRF/OPCRF	Participants may be asymptomatic carriers	Observe minimum health standards	None		100% of personnel mentored/coached	
	Rewarding & Development Planning	Conduct Midyear and Year End Review	July, 2020 Dec. 2020	SDS, PMT, div & school personnel		Non-availability of internet signal	Use of audio or video conference		62,000.00	Div MOOE	Mid Year & Year end Review conducted
		Identify,review, consolidate, and recommned interventions	Dec. 2020 Mar. 2021	SDS, PMT S,personnel	Attendance of Participants IPCRF/OPCRF	Participants may be asymptomatic carriers	Observe minimum health standards		1,000.00	Div MOOE	100% of personnel were given developmental interventions
		Identify, select, and give awards	Dec. 2020 Mar. 2021	SDS, SGOD,Plannin g Office, PMT member	Attendance of Participants IPCRF/OPCRF	Participants may be asymptomatic carriers	Observe minimum health standards		1,000.00	Div MOOE	100% of top performers were recommended and given awards

LEGAL

	Legal and Technical Assistance	To provide legal and technical assistance to teaching & non-teaching personnel; conduct and prepare investigation; and assist and provde technical assistance Conduct of capacity building on Child protection Policy & other school laws and regulations Conduct conference and other means of investigation	May-December, 2020	DO-Legal Office	Approved Training Proposal	Participants may be asymptomatic carriers	Conduct of training by batch (maximum of 20); participants must observe health standards	100,000.00	MOOE/HRD	100% of target pax attended
	Fact-Finding Investigation Reports		May, 2020-May, 2021	•Legal Officer/Staff •Formal Investigation Committees •Division Office Legal Unit	complaints, cases, notices	Investigators and Parties could be asymptomatic virus carriers	Conference and other means of investigation may be resorted, provided that all the necessary preventive health measures shall be observed at all times	95,000	MOOE	100% of scheduled conferences/investigations conducted

OFFICE/DIVISION	KRA	Implementing Measures	Timeline	Responsible Person	Pre-Requisites	Risk and Challenges	Responses to Risks and Challenges	Cost Estimate	Fund Source	Success Indicator
	School Site Titling	Submit Investigation Reports to Regional Office by means of postal service, private courier or email. Assist Legal Counsel of DepEd or in cases duly deputized/ authorized by Sol Gen. represent DepEd Assist/ Provide technical assistance to school heads in school titling	As the need arises As the need arises As the need arises	Legal Office, Records Legal Office, school heads Division Office- Legal Unit and School Heads	investigation reports cases school site documents	Liaison Officer could be infected by virus; unstable/slow Internet connection Legal officer/Counsel could be infected by virus Legal officer/Counsel could be infected by virus	Strict observance of minimum health standards; Upgrade Internet connection Strict observance of minimum health standards Strict observance of minimum health standards	200,000	MOOE	100% of investigation Reports submitted & received by the RO 100% of the concerned schools were provided with assistance 100% of the concerned schools were provided with TA
INFORMATION AND COMMUNICATIONS TECHNOLOGY										
Provision of ICT Technical Assistance to SDO, Schools, and CLCs.										
	ICT Policies, Programs, and Projects	Coordinate with the CO/Region on the conduct of Basic/Advance Training of District ICT Coordinators on Open Educational Resources (OER) Provide technical assistance on the Utilization of Learning Resources, Online DepEd Education Advocacy, and DepEd Commons Conduct Capacity Building of District ICT Coordinators on the use of Video Conferencing platforms Conduct technical assistance on ICT and Non-ICT Webinars and Teleconferencing Guidelines Monitor Schools and CLC in the implementation of OER Monitor schools and CLCs in the implementation of DepEd Computerization Program (DCP)	May-June, 2020 May -June, 2020 July,2020 July,2020 August, 2020 April 2021 August, 2020 April 2021	ICT Unit ICT Unit/CID/LR ICT Unit/HRD ICT Unit/HRD ICT ICT Unit	Attendance of Participants: Internet Mobile Data/DSL, Laptops and Projector Internet Mobile Data or DSL Connection, Laptop, Smartphones and Tablets. Internet Mobile Data or DSL Connection, Laptop, Smartphones and Tablets. Policies and Procedures Monitoring Tool, Online Forms Monitoring Tool, Online Forms	Non-Attendance of Participants due to prolonged pandemic; unstable or weak Internet connection Unstable or Weak Internet connection; Absence of electronic equipment Non-Attendance of Participants due to prolonged pandemic; Unstable or weak Internet Connection Participants could be exposed to virus; unstable internet connection Non-Submission of monitoring reports; Personnel involved could be infected with virus Non-Submission of monitoring reports; Personnel involved could be infected with virus	Craft/Design downloadable guides Upgrade Internet connectivity; Craft/Design Advocacy Materials for distribution & reproduction Craft/Design downloadable training guides Online provision of technical assistance; upgrade Internet connection Constant follow up in the submission of report; observe health standards Constant follow up in the submission of report; observe health standards	500,000	DCP Funds	100% of participants trained 100% of participants provided with TA 100% identified participants capacitated 100% of participants provided with TA 100% Monitored on OER Implementation 100% Monitored on DCP Implementation

OFFICE/DIVISION	KRA	Implementing Measures	Timeline	Responsible Person	Pre-Requisites	Risk and Challenges	Responses to Risks and Challenges	Cost Estimate	Fund Source	Success Indicator
	ICT System and Infrastructure Design and Management	Facilitate in the creation/resetting of DepEd Accounts and Microsoft O365	August, 2020 April 2021	ICT Unit	Online Application, Smartphone, Tablet, Laptop Desktop	Personnel could have Multiple Creation/Password Resetting	Provide guidelines/ instructions on how to avail DepEd Accounts in the Division official website			100% of personnel were provided with new accounts in DepEd Accounts and Microsoft O365
		Design/Develop Division Information Systems								
		Upgrade Internet Subscription	June-July, 2020	ICT Unit/Budget and Finance Division	Approved Purchase Request, Budget Allocation, and Available Internet Service Provider	Inappropriate access of unauthorized websites; Limited slots ISP (internet Service Provider)	Optimise or filter the use of Internet	PHP 200,000	MOOE/Special fund	100% utilization of upgraded, fast and reliable Internet connection
		Rehabilitate the Division Centralized Network	June to July 2020	ICT Unit/General Services	Approved Purchase Request, Budget Allocation	Some offices have unstable or weak Internet connection; limited number of laptop computers	Upgrade internet connection; procure network interface card for desktop	100,000	MOOE/Special fund	100% of offices have wireless Internet access
		Provide Server Room for the Implementation of DepEd Resource Planning System (DERPS) <i>Phase 2</i>	June 2020	ICT Unit	Server Room, Dedicated Internet Line	Unavailability of Server Room	Provision of Secured Server Room to setup the DERPS Phase 2	300,000	DIVISION/DERPS FUND	100% deployment of DERPS Phase 2 in the Division Office
Curriculum Implementation on Division (CID)		Conduct an online survey on the availability of teaching-learning resources & preference on the mode of curriculum delivery	May, 2020	CID personnel School Heads	Memorandum Google sheet	Unstable/Slow/No in	Upgrade Internet connection; use other means of online communication like SMS or Messenger			85% responded to the survey
		Provide education advocacy materials to parents thru radio ads, print & online	June - July	LRMD Section ICT Office Illustrators Radio Broadcasters	Design of the advocacy materials	Avilability of Fund	Bumping off of activities	200,000.00	MOOE	100% of the districts were provided with advocacy materials
		Deliver the Most Essential Learning Competency (MELC) through the reproduction & utilization of learning modules	August 2020 to April 2021	OSDS, SGOD, CID Districts Schools	ADM Modules & other LMs are all in place	LMs are incomplete	Close coordination with the Region and CO	200,500,000.00	School MOOE with DO and CO Funds	100% of schools delivered the MELC
		Conduct inventory of teachers registration in the LRMDS portal	June 2020	LRMD section, ICT Office PSDSs Teachers	Gmail & DepEd email account	Unstable/Slow Internet connection	Upgrade Internet connection; Ask help from co-teachers & TA from District & Division ICT			100% of the teachers are registered users

OFFICE/DIVISION	KRA	Implementing Measures	Timeline	Responsible Person	Pre-Requisites	Risk and Challenges	Responses to Risks and Challenges	Cost Estimate	Fund Source	Success Indicator
	Instructional Management	Conduct CB on the utilization of supplemental teaching-learning resources in DepEd Commons, Knowledge channel, LR portal & other online links	June 2020	LRMD section <i>ICT Office CID Personnel</i>	Available copy in the LRMS	Participants could be exposed to virus	Online and offline tutorial learning to the district	500,000.00	MOOE	100% of the district were provided with resources
		To conduct monitoring, evaluation & technical assistance Conduct an actual visit & online monitoring	June-2020-March,2021	EPS, PSDS, Sch	Monitoring Tool, Supervisory Plan	Personnel could be exposed to viurs; Unstable/Slow Internet connection	Observe health standards; Upgrade Internet connection; use of different means of online facilities	1,500,000.00	MOOE	100% of the target in the AIP
		Submit SISP/DISP & SISAR/DISAR	June 20-March 2021	EPS, PSDS, Sch	Monitoring Tool, Supervisory Plan	Personnel could be exposed to viurs; Unstable/Slow Internet connection	Obaserve health standards; upgrade internet connection; use of different means of online facilities			100% submitted the report
		Activate the online communication of monitors, supervisors & school heads	June 2020-March 2021	EPS, PSDS, Sch	Monitoring Tool, Supervisory Plan	Unstable/Slow Internet connection	Upgrade Internet connection; use of different means of online facilities			100% Of districts use online communication
		Conduct TA & coaching and mentoring thru online or face-to-face	June 2020-March 2021	EPS, PSDS, Sch	Monitoring Tool, Supervisory Plan	Personnel could be exposed to viurs; Unstable/Slow Internet connection	Observe health standards; Upgrade Internet connection; use of different means of online facilities			100% of districts were provided with TA
		To capacitate school heads on the implementation of K12BEC & SCP in the new normal thru online conferencing on the following: Utilization of ADM modules LR Portal registration Knowledge channel DepEd Commons Utilization of online links Other CBs necessary in the new normal	June-July,2020	EPS/PSDS	Policies & procedures; guidelines	Unstable/Slow Internet connection	Upgrade Internet connection; use of teleconferencing (Zoom & Teams); provision of soft copies			100% of school were capacitated
	Assessment of Learning	To assist schools establish an effective management of learning assessment Align the test item bank with the activities and evaluation in the ADM modules Monitor the conduct of school MEA Monitor the conduct of District MEA	Quarterly Quarterly	EPS, School Heads, teachers M&E, EPS Districts & School Heads ME, EPS, PSDS, SH	Test items MEA reports MEA reports	No available copies Personnel could be exposed to virus; Unstable/Slow Internet connection	Provide with the soft copy Strict observance of the health standard; upgrade Internet connection			All competencies in the modules aligned with TIB 100% conducted the MEA

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		Conduct the internal MEA Provide TA to districts/schools in analyzing assessment result	Quarterly SYear round	M&E, EPS Districts EPS & District Heads	MEA reports Assessment Result	Personnel could be exposed to virus; Unstable/Slow Internet connection Personnel could be exposed to virus; Unstable/Slow Internet connection	Strict observance of health standards set by IATF and DOH; Upgrade Internet connection Strict observance of health standards set by IATF and DOH; Upgrade Internet connection			100% conducted the MEA 100% of districts/schools were provided with TA
	Learning Resources Management & Development	To develop contextualized learning materials Finalize ADM in Filipino Grade 5, quarter 3 & 4 assigned to this division Develop a self-learning kit in Araling Panlipunan Grades 1 and 2 Develop ADM in Araling Panlipunan Grade 3, quarter 3 & 4 assigned to this division To quality assure the developed contextualized LMs Retooling of QA teams in the division per learning area Conduct Enhancement activities of DLHTM Quality assure the LMs	May-June 2020 May-June 2020 May-June 2020 June-July 2020 SYear round	ADM Filipino Focal & team ADM Araling Panlipunan Focal & team ADM Araling Panlipunan Focal & team Contextualization focal & LRMDs LRMD section & QA teams	Aligned MELC Aligned MELC Aligned MELC Previous file of DLHTM LRMD section & QA teams	Personnel could be exposed to virus; Unstable/Slow Internet connection Personnel could be exposed to virus; Unstable/Slow Internet connection Personnel could be exposed to virus; Unstable/Slow Internet connection Incomplete data of DLHTM Personnel could be exposed to virus; Unstable/Slow Internet connection	Online submission of work/output Online submission of work/output Online submission of work/output Online TA to the writers/Illustrators Observe health standards; Upgrade Internet connection; use of different means of online facilities	50,000.00 200,000.00	MOOE MOOE	100% completed 100% completed 100% enhanced 100% quality assured LMs
Schools Governance and Operations (SGOD)	SGOD - SCHOOL MANAGEMENT MONITORING AND EVALUATION (SMME)									
	Quality Management System	To implement quarterly Conduct Completed Staff Work (CSW) with the Quality Management Team (QMT)/District Heads and ICT Coordinators to validate and submit online the District Consolidated School Data Gathering Tool (SDGT)	Quarterly	SMME personnel, CID, ITO	Validated SDGT of schools by districts	Incomplete submission of the consolidated SDGT due to poor/weak internet access	Coordinate with the Division ITO	30,000 (Internet connectivity) 20,000 (scanner that automatically converts documents to PDF)	Div. MOOE (GASS)	100% of the targeted quarterly CSW conducted

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		Prepare and submit project proposals to identified potential partners/donors	June-December	SMN personnel	Program needs assessment results	Unresponsive funder	Mapping out of potential partners at the local level; submit proposals to potential partners thru emails	75,000 (purchase of laptop for documentation, presentation, and reporting)	Div. MOOE/capital outlay	100% of the programs have prepared proposals
		Prepare MOA/MOU representing partnership for specific	June-December	SMN personnel	MOA/MOU template	None	None	None		100% of MOA/MOU prepared/forged
		Update Book of Donors/Partners	June - December	SMN personnel	DPDS templates/laptops	Difficulty in the utilization of DPDS	Invite trained personnel to provide TA			100% of partners/donors were included
		To expand/sustain and institutionalize partnerships and linkages with stakeholders								
		Reissue MOA/MOU to existing partners/donors	June - December	SMN personnel	Old MOA/MOU	Indefinite commitment assurance of existing partners	Conduct visits/schedule appointment with existing partners via face-to-face (observing minimum health standard) or online	25,000 (travel expenses during partner visit)	Div. MOOE (HRTD)	100% of MOA/MOU reissued
		Conduct division awarding of education partners/donors	December	SMN personnel	Search procedures conducted	Prolonged outbreak of virus/pandemic	Provide citation certificates thru email, FB, or other online platforms			100% of identified active/qualified partners awarded/recognized
		Conduct of 2020 Brigada Eskwela activities	June – August	SMN personnel with SGOD Chief & EPS; BE & ASP Coordinators	Site visits	Low turn-out of stakeholders' participation; schools used as quarantine facilities	Mapping out of potential partners at the local level; submit proposals to potential partners thru emails; request LGU to vacate and disinfect rooms	200,000 (BE kick-off and monitoring activities)	Div. MOOE (HRTD)	100% of BE activities conducted
	Youth Formation Program (YFP) & Disaster Risk Reduction Management (DRRM)	To capacitate schools and learning centers in the delivery of education program services								
		Conduct Youth Formation	October –	YFP	Venue, supplies	Prolonged outbreak of	Face-to-face conduct the	300,000	Div. MOOE	100% of YFD
		Conduct DRRM Activities	October – December	DRRM Coordinators, SMN personnel with SGOD Chief & EPS	Venue, supplies and materials	Prolonged outbreak of virus/pandemic	Face-to-face conduct the activity in smaller number (by batch) observing the minimum health standard; online activity	1,000,000 (CB activities for DRRM coordinators)	DRRM Funds	100% of DRRM activities conducted
		To establish coordination mechanism and protocols among external and internal partners								
		Purchase PPEs for Division COVID 19 Task Force	Jun 2020	SMN & SH sections, BAC	Documentary requirements on procurement	None	None	200,000 (purchase of PPEs)	DRRM Funds	100% of Division COVID 19 task force members were provided with PPEs

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		Update personnel L&D information system	June-December	HRDS personnel	L&D Activities	None	None	None		100% updated personnel L&D IS
	Succession and Exit	To design programs on succession and exit among employees								
		Conduct Webinar on PPSSH/SHDP (Proj. EAGLES NEST); house to house visit to honor the retirees and online homage to the retirees via DepEd N. Samar page	October & December	SGOD Chief, EPS, HRDS and ICT personnel	Submission of personnel profile from HRMO and districts/schools	PPSSH/SHDP: unstable internet connectivity, lack of technical know-how on teleconferencing/ conduct of webinar; Honoring Retirees: possible exposure to visus	Conduct the activity in smaller number (by batch); Cascade training to districts by division-trained trainers(from TOT); Online activity in coordination with the district heads, and provision of TA from ICT personnel; observe minimum health standards	250,000 (Honoring the Retirees - plaques, photopaper, and cert holder; SHDP for TICs – lunch, snacks and materials)	Div. MOOE	100% of identified SHs trained and DepEd N. Samar retirees recognized/honored
	Employees Welfare	To spearhead localized activities in honoring the outstanding personnel and to provide medical check up among personnel								
		Recognize outstanding DepEd N. Samar Personnel online; conduct	December	SGOD Chief, EPS, HRDS	School/district/ DO online nomination	Unstable internet connectivity;	Coordination with the district heads, and provision of TA	120,000 (plaques, certificates, photo	GAD	100% of outstanding personnel were
		Conduct of online and/or face-to-face activities on Gender and Development (GAD)	June-December	SGOD Chief, EPS, HRDS personnel, GAD Focal Person	GAD Action Plan; activity proposals	Crowding of pax which is a threat of spreading/transmission of virus; Unstable internet connectivity, Laptops/CPs/Technical know-how on online modality/teleconferencing of the personnel in-charge	Conduct the activity in smaller number (by batch); Cascade training to districts by division-trained trainers(from TOT); Online activity in coordination with the district heads, and provision of TA from ICT personnel; observe minimum health standards		GAD	100% of identified participants improved GAD-related competencies
	Technical Assistance	To provide Technical Assistance to schools and division personnel								
		Monitor and provide TA to schools and DO Units/Sections; review and provide TA on L&D documentary requirements of schools and DO	June-December	SGOD Chief, EPS, HRDS Personnel	LAC Activities in school/district and L&D activities in the DO; L&D resource package	Unstable Internet connectivity	Coordination with the district/school heads, and provision of TA from ICT personnel	70,000 (actual visit to the field observing social distancing)	Div. MOOE	100% of the identified schools & DO units were provided with TA
	SGOD - PLANNING AND RESEARCH (P&R)									
	Planning Frame, System, and Plans	To prepare the final draft of the Annual Implementation Plan and subsequent adjustments								
		Review of AIP for adjustment	April to October	SDO, CID,SGOD	Issuance of Div Memo for the submission of the AIP per Division for the final draft of AIP	None	None	None		100% of the AIP reviewed

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		To develop approach and method for monitoring and evaluating the implementation of the planning system at the Schools Division Office and in schools and learning centers towards continuous improvement of the system.								
		Develop approach and method for monitoring and evaluating the implementation of the planning system at the Schools Division	quarterly	P & R	Recommendation from the SGOD chief for the approval of the SDS	None	None	None		100% of the planning system monitored & evaluated using a developed approach
		Assess reports and data gathered on the planning system and submit recommendations for policy formulation on matters relevant to education planning system, planning standards and criteria, and planning processes based on action research.								
		Conduct Evaluation of Action/Basic Research Proposals	May & November	P & R	Issuance of Division Memorandum on	Non-submission of proposal the completed	Constant follow-up from the functional divisions	16,000 (food for 10pax, venue for	Div. MOOE (HRTD)	100% of researches evaluated
		Recommend Approval of Action/Basic Research Proposals and Completed Researches	July & December	P & R	Issuance of evaluation certificate	None	None	None		100% of researches recommended were approved
		Design Research Bulletin, Policy Note, or Research Journal	August	P&R	Issuance of Div Memorandum on the designing of research bulletin	None	None	147,000 (food, venue, and materials	Div. MOOE (HRTD)	100% of identified researches were published in Research Bulletin, Policy Notes, or
		Virtual conduct of Research Festivals	September			Unstable internet connection	Coordination with ICT	5,000 (for food and materials of the management team	Div. MOOE (HRTD)	100% of identified researches were presented
		Submit recommendation for policy formulation	July & December	P&R	Recommendation by the SGOD chief	None	None			100% of submitted recommendations were used in policy formulation
		To prepare the Division research agenda based on Basic Education Research Fund (BERF) standard and oversee its implementation								
		Prepare DRA based on BERF	April	P&R	none	none				
		Screen BERF Research Proposal	May	P&R, DRC	Issuance of Div Memorandum	No submission of research proposal	Provide online TA through coaching and mentoring			

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		Recommend for Approval of screened BERF Research Proposals	May	P&R, DRC	Issuance of Div Memorandum	No submission of research proposal	Provide online TA through coaching and mentoring			
		To coordinate preparation by the Planning Team of the Annual Accomplishment Report against plans of the schools division for submission to the management of the schools division.		P&R, DRC	Issuance of Div Memorandum	No submission of data	Coordinate with concerned office to submit either in soft copy or hard copy			100% of units/seftions submitted the data
		Facilitate the preparation of data needed in the accomplishment of the accomplishment report	December							
		To provide Inputs on the preparation of Budget Execution Documents (BED)								
		Prepare BED	November	P&R	BED reports	No submission of data	Coordinate with concerned office to submit either in soft copy or hard copy			100% of the units/sections provided inputs for the BED
	Basic Education Information System (E-BEIS) Maintenance and Report Generation	To review and analyze education data and its implications to Division Management and Operations as basis for setting targets, defining strategies, and selecting and defining programs								
		Review and analyze of the Division Basic Education Data/Information generated, reviewed, and validated	June, September, November	P&R	EBEIS data	Unstable internet connection	Coordinate with ICT			100% of the data generated were reviewed and analyzed
		Distribute flyers of the Division Basic Education Data to the stakeholders	December	P&R	Basic Education Data generated from the EBEIS	Risk in face-to-face distribution	Share the flyers online	5,000 (materials for printing)	Div. MOOE (HRTD)	100% distribution of flyers
		Consolidate, analyze, and validate requirements of schools and learning centers as basis for reliable and accurate resource allocation.	October	P&R	Basic Education Data generated from the EBEIS	None	None			Schools and LCs needs analysis ready
		Monitor and consolidate enrolment of learners online	June - August	P&R	Online monitoring and consolidation facility	Unstable internet connection	Coordinate with ICT			100% of enrolment of learners consolidated

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		Participate in the conduct of Webinar sessions on Psychological First Aid (PSA) Mental Health Psycho-social Support Services (MHPSS) by the RO 8 and in addition share inputs on	as required	SHS	laptop, adequately strong internet connectivity	Unstable/Slow internet connectivity	Upgrade Internet connection			100% of the personnel participated in the webinar
		Implement the RO 8 Online Referral System of Learners manifesting symptoms of depression and other related mental health problems	during the period covered as the situation arises	SHS	laptop, internet connectivity	Unstable/Slow internet connectivity; non-availability of Provincial Mental Health Coordinator and Medical coordinator	Upgrade Internet connection; coordinate with Provincial Psychosocial Support Committee Coordinator and Medical coordinator			100% of cases identified were acted upon
		Supervise the HNP deployed to the schools in the implementation of policies, programs, projects thru online monitoring	weekly	SHS	laptop, internet connectivity	Unstable/Slow internet connectivity	Upgrade Internet connection; use of other online facilities	180,000 (300 monthly load of 50 personnel)	Div. MOOE	100% of the personnel monitored online
		Provide technical assessment of health and health-related facilities like school clinics and handwashing facilities and give recommendation based on standards thru online communication	bi-annually	SHS PERSONNEL	laptop, comprehensive online monitoring system (oms), internet connectivity	Unstable/Slow internet connectivity	Upgrade Internet connection; use of other online facilities			100% of the school complied with WinS on line monitoring system
		Provide technical assessment of health and health-related facilities like school clinics and handwashing facilities and give recommendation based on standards thru online communication	bi-annually	SHS PERSONNEL	laptop, comprehensive online monitoring system (oms), internet connectivity	Unstable/slow internet connectivity	Upgrade Internet connectivity; use of other online facilities			100% of the districts were provided with technical assessment and assistance
		Provide online Pre-participation Evaluation (PPE) Medical Clearance: > for coaches, trainers and athletes, administrative and other support personnel on sports medicine to prevent sudden cardiac and other forms of sudden deaths > for program managers to preempt other serious overt or latent medical conditions esp. those having comorbidities or exposure to communicable diseases with significant mortality	annually ideally 6 months prior to any sports activity or at least prior to any special physically strenuous activities/undertaking in DepEd like trainings and seminars	SHS	laptop, internet connectivity	Unstable/slow internet connectivity	Upgrade Internet connectivity; use of other online facilities			100% of the concerned personnel were provided with clearance

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		To manage, supervise and monitor the delivery of Health and Nutrition Services in accordance to policies, standards and guidelines								
		Conduct monitoring of schools in strict adherence with COVID protocols in the implementation of Health and Nutrition Programs and Projects such as:								
		a. School-Based Feeding and Milk Feeding Programs during COVID times	School year round	SHS	-nutritional status assessment reports using software of elementary and	unavailability of NS reports due to quarantine	Online coordination with SHS personnel/school heads			100% of concerned schools have reports
		provide technical assistance on how to conduct feeding and multivitamin supplementation to severely wasted and wasted learners especially on COVID times	June 2020 - March 2021	SHS	Guidelines on School-Based Feeding Program and Milk Feeding Program	Personnel could be asymptomatic virus carriers	observe minimum health standards			100% of newly assigned school heads were oriented
		Monitor SBFP status of implementation	June 2020 - March 2021	SHS	-monitoring tool/rubrics, liquidation reports, program completion reports	Personnel could be asymptomatic virus carriers	Observe health standards set by IATF and DOH			100% of the schools implemented the SBFP
		b. Medical and Nursing Services during COVID times								
		Conduct online monitoring of personnel and learners in schools and in the Division Office in the strict adherence to COVID protocols like self-home quarantine of those at risk or those with exposure to a confirmed COVID case based on contact tracing, those personnel who are pregnant and 60 years old and above and with co-morbidities who observe the alternative work schedule and working from home and to that effect issuance of monitoring medical certificate is issued upon completion of the quarantine procedures	May 2020- March 2021	SHS	laptop, internet connectivity	Unstable or poor signal	coordinate with the head of the unit where the employee is assigned to			100% of the concerned personnel were monitored
		Conduct Medical Triage COVID Screening of Division Office personnel and office clients daily and during future eventualities following universal health standards	May 2020- March 2021	SHS	non-contact thermal scanner, masks, gloves, PPE, sanitizers, alcohol	inadequate supplies	coordinate with budget office and accountant subject to the approval of SDS, prioritize the usage			100% of clients and employees entering the office have undergone medical triage

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		Conduct of Medical Triage COVID Screening of Division Office personnel and office clients daily and during future eventualities following universal health standards	May 2020 March 2021	SHS	non-contact thermal scanner, masks, gloves, PPE, sanitizers, alcohol	inadequate supplies	coordinate with budget office and accountant subject to the approval of SDS, prioritize the usage	(1,000,000 for emergency purchase of health/hygiene kits - almost done)	Div. MOOE	100% of personnel and clients were wearing masks and observed sanitation protocol
		Distribute face masks, sanitizers alcohol to each division office personnel and clients	May 2020 March 2021	SHS	budgetary allocation to purchase	inadequate supplies	coordinate with budget office and accountant subject to the approval of SDS, prioritize the usage			all personnel and clients are wearing masks and observe sanitation protocol
		Distribute multivitamins and minerals to severely and wasted learners	August 2020- March 2021	SHS, SCHOOLS HEADS, FEEDING TEACHERS	budgetary allocation to purchase	limited supplies	coordinate with budget office and accountant subject to the approval of SDS, prioritize the severely wasted learners	(3,000,000 for multivitamins and minerals - done)	DepEd Funds	100% of severely wasted were given multivitamin/minerals
		c. WASH in Schools (WinS) Program								
		Distribute health kits to schools	August 2020- March 2021	SHS, SCHOOLS HEADS, FEEDING TEACHERS	budgetary allocation to purchase	limited supplies	coordinate with budget office and accountant subject to the approval of SDS, prioritized the last mile schools esp. those with high prevalence of malnutrition	(1,500,000 for health kits - almost done)	DepEd Funds	100% of recipient schools were provided with health kits
		Monitor WinS implementation in schools	August 2020- March 2021	SHS, SCHOOLS HEADS	Monitoring Tool	Possible exposure to the virus on transit and during monitoring	Wearing of PPE and observance of social distancing			100% of schools implemented Wins
		d. School Mental Health								
		Create social media instrument (closed group) utilized as an exclusive "inlet and outlet" for provision of psychosocial services - psychological first aid, #meronako, Youth Peer Education Program (YPE), Adolescent Health Education Practical Training (ADEPT), self-care, stress management, for N. Samar DepEd family and its learners for health wellness and nutrition issues and concerns in general	May, 2020- April 2021	school SHS	laptop, smartphones, load internet connectivity	Unstable/Slow internet connectivity	Upgrade Internet connectivity; use of other online facilities			100% of SHS personnel and other personnel were involved
		e. Adolescent Reproductive Health								
		Weekly Iron Folate supplementation for the female secondary high school students	August 2020, January 2021	SHS SENIOR HIGH SCHOOL NURSES in Team Approach	Iron Folate Tablets	Students not around in the school	coordinate with the school heads and teachers to facilitate the distribution of the supplementation	(200,000 for Iron Folate - done)	DOH	80% of the female secondary student have received the supplementation
		f. National Drug Education Program								

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		Classroom health teachings by the health personnel	August 2020-january 2021	SHS PERSONNEL	physical attendance of learners	Students not around in the school	coordinate with the school head on their adopted system/ strategies to continue teaching even at home			100% of the learners were reached out
	SGOD – EDUCATION FACILITIES (EF)									
	Education Facilities Management	To ensure safety of construction workers and stakeholders in the implementation of infrastructure projects.								
		Conduct on-site orientation for contractors, school heads, school property custodians and barangay captains on safety guidelines for the implementation of infrastructure project during the Covid-19 public health crises.	All year round - as the need arises. (This activity shall be done during the pre-construction meeting of newly awarded projects)	SGOD-EFS	Approved Construction Safety Guidelines for the implementation of DepEd Infrastructure Projects during the COVID-19 public health crisis; service vehicle to lessen exposure to the virus; PPE to ensure safety of engineers	Possible exposure to the virus on transit and during orientation	Wearing of PPE and observance of social distancing	15,000 (TEV, service vehicle gasoline/diesel, PPE)	Div. MOOE	100% of personnel working in the site were COVID-free
		conduct on-site monitoring of contractor's compliance with construction safety guidelines for the implementation of infrastructure project during the COVID-19 public health crisis.	All year round - as long as there are on-going infrastructure projects.	SGOD-EFS	Service vehicle to lessen exposure to COVID-19 virus; PPE to ensure safety of engineers.	Possible exposure to the virus on transit and during monitoring.	Wearing of PPE and observance of social distancing	37,500 (TEV, service vehicle gasoline/diesel, PPE)	Div. MOOE	100% of sites were monitored
		Monitor the infrastructure projects to ensure compliance with construction standards.	All year round - as long as there are on-going infrastructure projects.	SGOD-EFS	Service vehicle to lessen exposure to COVID-19 virus; PPE to ensure safety of engineers.	Possible exposure to the virus on transit and during monitoring	Wearing of PPE and observance of social distancing	18,000 (TEV, service vehicle gasoline/diesel, PPE)	Div. MOOE	100% of the identified sites were monitored
		Conduct on-site validation of school facilities damaged by typhoon	All year round - as the need arises.	SGOD-EFS	Service vehicle to lessen exposure to COVID-19 virus; PPE to ensure	Possible exposure to the virus on transit and during validation.	Wearing of PPE and observance of social distancing	30,000 (TEV, service vehicle gasoline/diesel,	Div. MOOE	100% of the damaged schools were monitored
		Conduct on-site validation of school buildings needing repair and rehabilitation	June - August 2020	SGOD-EFS	Service vehicle to lessen exposure to COVID-19 virus; PPE to ensure safety of engineers.	Possible exposure to the virus on transit and during validation.	Wearing of PPE and observance of social distancing	30,000 (TEV, service vehicle gasoline/diesel, PPE)	Div. MOOE	100% of the schools were validated

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		Conduct project site validation for construction of school facilities (school buildings, handwashing facilities, school clinic and other school facilities as mandated by DepEd Central Office, EFD) using all available education facilities data vis-à-vis latest technological data (google map) and consultation with school heads via phone calls/zoom.	All year round - as the need arises.	SGOD-EFS	Strong internet connection and latest NSBI (2019) data.	Inaccurate data provided by school head, not updated technological data and Education Facilities Unit file.	Wearing of PPE and observance of social distancing	3,000 (Mobile phone load)	Div. MOOE	100% of project sites were validated