



Republic of the Philippines  
**Department of Education**  
**REGION X – NORTHERN MINDANAO**  
**SCHOOLS DIVISION OF MISAMIS ORIENTAL**

**Office of the Schools Division Superintendent**

**January 25, 2022**

**DIVISION MEMORANDUM**

**No. 061 s. 2022**

**LIMITED FACE-TO-FACE CLASSES TASK FORCE**

To:

Assistant Schools Division Superintendent  
 Curriculum Implementation Division Personnel  
 School Governance and Operations Division Personnel  
 Concerned School Heads and PSDS's  
 All Other Concerned

1. Pursuant to DepEd Memorandum No. 085, s. 2021 titled "Preparations for the Implementation of the Expanded Phase of Face-to-Face Classes, this Office hereby constitutes the Division Limited Face-to-Face Task Force and Sub-committees to perform and facilitate the necessary activities to complete the required data and processes.

2. Division Limited Face-to-Face Focals

ASDS Nimfa R. Lago  
 Erlinda G. Dael, CID-Chief  
 Maria Teresa M. Absin, SGOD-Chief  
 Edwin Gamorot (Planning Officer)  
 Danny A. Asio (SEPS-SMME)

3. Expanded Phase of Face-to-Face Focals

Designation	Name	Position	Term of Reference
<b>A. Data Holder</b>			
Chair	Danny A. Asio	SEPS (SMME)	Prepare all the requirements for the safe implementation of limited face-to-face classes in line with the standards set in DepEd-DOH JMC No. 1, s. 2027;
Members	Andrian Tecson	EPS (ALS)	
	Cheryl Ubalde	EPS (ALS)	
<b>B. Learning Resource</b>			
Chair	Celieto B. Magsayo	EPS (LR)	Facilitate the provision of learning materials
Members	Kim Eric Lubguban	PDO	
	Lucille Paclar	Division Librarian	
<b>C. Documentation and Presentations</b>			
Chair	Irish Karylle D. Monte, PhD	SEPS (HRD)	Prepare all the slide deck presentations and documents all related activities
Members	Creative Team		
<b>D. Research</b>			
Chair	Lindo M. Cayadong, PhD	SEPS (Planning and Research) Division AP Coordinator	Facilitate in the conduct of research endeavor data generation
Members	Edwin Gamorot	Planning Officer	
	Sheilla B. Diango, PhD	Head Teacher III Division	
<b>E. School Plant/Physical/Environment Preparation</b>			
Chair:	Engr. Sandy Simo	Division Engineer	



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000  
 Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)  
 Website: www.deped.misor.net  
 Email: misamis.oriental@deped.gov.ph

✓



Republic of the Philippines  
**Department of Education**  
**REGION X – NORTHERN MINDANAO**  
**SCHOOLS DIVISION OF MISAMIS ORIENTAL**

Members	Engr. Marie Jo T. Asa Cindy Karl S. Dela Peña	CO Engineer Staff	Set up the physical structures, WASH facilities and supplies, personal protective equipment (PPEs), health and safety protocols, learning materials, class programs, and human resource requirements as required in the JMC;
<b>F. Health and Sanitation and Disaster Risk Reduction Management (DRRM)</b>			
Chair	Vida C. Sukanob, MD	Medical Officer III	<ol style="list-style-type: none"> <li>1. Involve the community in the school reopening process and ensure local coordination mechanisms with Barangay Health Emergency Response Team (BHERT) and Local Government Units (LGUs) for referral system,</li> <li>2. Contact tracing, school traffic management, disinfection, contingency school lockdown, among others</li> <li>3. Coordinate with LGUs to fast-track vaccination of teachers, school personnel, and eligible learners and their household members;</li> <li>4. Strengthen advocacy and campaign programs for vaccination of teachers, and eligible learners</li> <li>5. Set up mechanisms to respond to mental health concerns of learners and teachers;</li> </ol>
Vice Chair	Cirilo K Rubiato	Division DRRM Coordinator	
Members	Dentists, Nurses		
<b>G. Curriculum implementation and School Operations</b>			
Chair	Erlinda G. Dael, PhD, CESE	Chief Education Supervisor (CID)	<ol style="list-style-type: none"> <li>1. Plan for the orientation of learners, parents, guardians, teaching and nonteaching personnel, external stakeholders and LGU of the eligibility for participation, existing protocols, mechanisms, and procedures needed in conducting face to face classes. Orientation shall take place at least two weeks prior to the conduct of face-to-face classes to allow parents/guardians help children to mentally and emotionally adapt and cope with the transition. During the orientation, the school shall observe the health and safety protocols; and</li> <li>2. Simulate the implementation protocols among school personnel to identify possible implementation issues and discuss possible scenarios during the actual conduct of face-to-face classes.</li> <li>3. Adjust class programs according to their Alternative Work Arrangements (AWA) and conduct al orientation of teaching personnel on possible changes in their AWA</li> <li>4. Conduct coordination meetings at the local level with concerned government agencies, partners and community members to discuss their respective participation in the limited face to face classes</li> <li>5. Secure free, prior and informed consent (FPIC) with necessary documentation for schools h IP communities</li> <li>6. Do other related tasks</li> </ol>
Co-Chair	Maria Teresa M. Absin, PhD	Chief Education Supervisor (SGOD)	
Members	<ol style="list-style-type: none"> <li>1. Education Program Supervisors</li> <li>2. Senior/Education Program Specialists, PDOs, Librarian</li> <li>3. Public Schools District Supervisors/ Public Schools District In-Charge</li> <li>4. School Heads</li> <li>5. Staff (Division, District, School)</li> </ol>		
<b>H. Administrative-Related Matters</b>			
Chair	Rhodora L. Gallares, PhD	SGOD EPS OIC Admin AO-V	Facilitate the concerns/challenges in Admin and Legal matters
Co-Chair	Atty. Christopher Pasco	Legal Officer	



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000  
 Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)  
 Website: [www.deped.misor.net](http://www.deped.misor.net)  
 Email: [misamis.oriental@deped.gov.ph](mailto:misamis.oriental@deped.gov.ph)

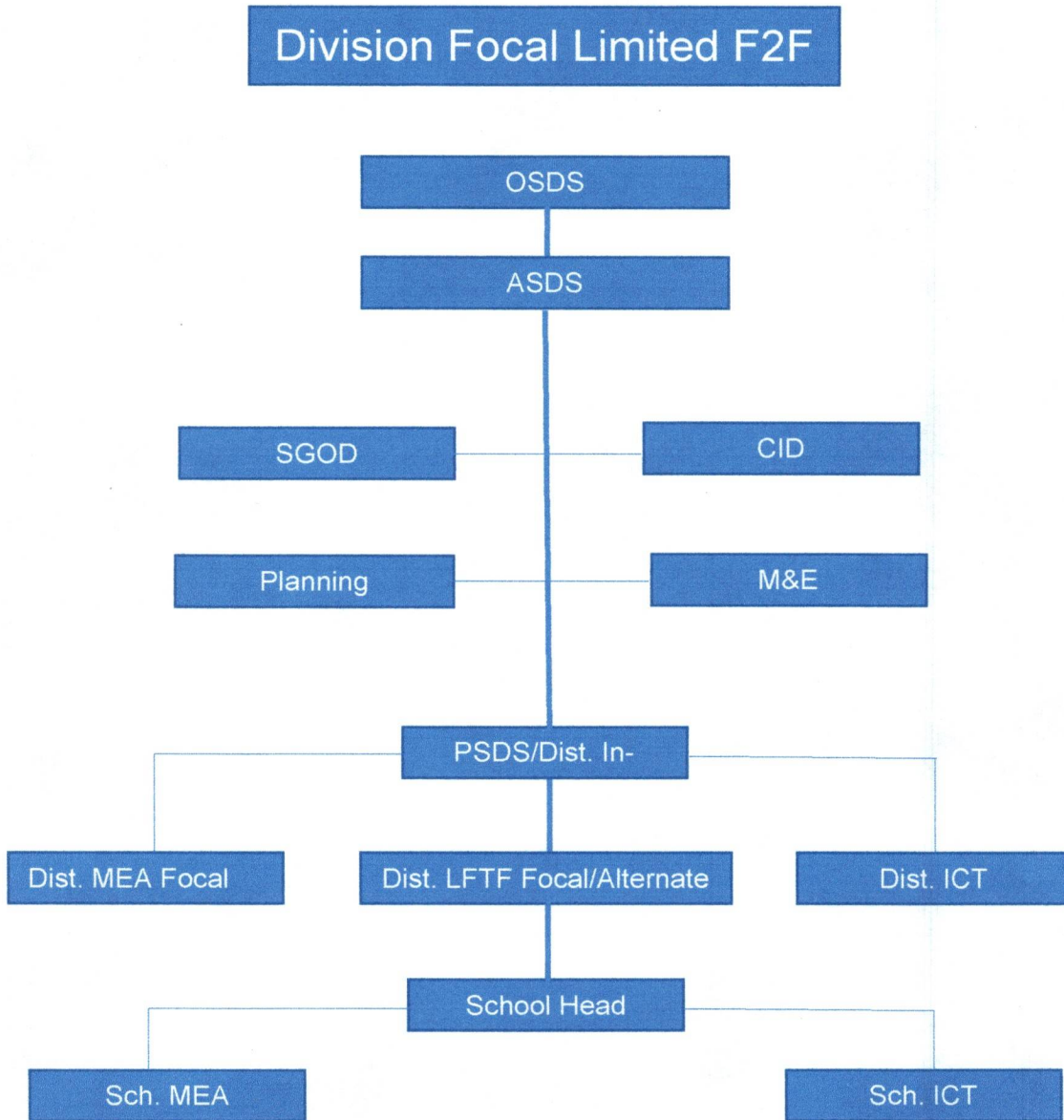
Y



Republic of the Philippines  
**Department of Education**  
**REGION X – NORTHERN MINDANAO**  
**SCHOOLS DIVISION OF MISAMIS ORIENTAL**

Members	Melanie Estenzo	AO IV	
	Shayne M. Frias	AO III	
<b>I. Secretariat</b>			
Chair	Christine H. Cabiasa	PDO	Prepare reports
Co-Chair	Reina Christi L. Consolacion	AO II	
Members	Arlene C. Valmores	AO III	
	Carmen Lourdes R. Madrid	Staff	
	Maricar D. Pabatao	Staff	

4. Face-to-Face Process Structure





Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF MISAMIS ORIENTAL**

---

5. For your information, guidance, and compliance.

  
**JONATHAN S. DELA PEÑA, PhD, CESO V**  
Schools Division Superintendent

JSD/NRL/egd/mma-daa



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000  
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)  
Website: [www.deped.misor.net](http://www.deped.misor.net)  
Email: [misamis.oriental@deped.gov.ph](mailto:misamis.oriental@deped.gov.ph)