



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



Division Memorandum  
No. 440, S. 2021

To: Public Schools District Supervisors/ Principal In-charge of the District  
Elementary and Secondary School Heads  
District Bookkeepers  
This division

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

Subject: Orientation on the Minimum Health Standard for COVID 19 and the Utilization of Funds for the Setting of Schools in the New Normal

1. In view of **Department Order 014, S. 2021** otherwise known as the “Guidelines on the Required Health Standard in Basic Education Offices and Schools” and the corresponding budget earmarked in the Schools Division of Zamboanga del Norte, this office will conduct Virtual Orientation on the Minimum Health Standard for COVID 19 in Basic Education and Utilization of Funds for the Setting of Schools in the New Normal on **September 6, 2021 at 9:00 o’clock in the morning via Live Streaming at the Schools Division of Zamboanga del Norte FB Account.**
2. Expected participants of the Virtual Orientation are the Public Schools District Supervisor/ Principal In-charge of the district, Elementary and Secondary School Heads and the District Bookkeeper.
3. In this connection, you are hereby requested to create a District Committee purposely to review the Schools Work and Financial Plan, Activity Program Proposal and, Program of Works with the following members:
  1. PSDS/PICD
  2. One (1) Elementary School Head
  3. One (1) Secondary School Head
  4. District Bookkeeper
4. The Downloading of Funds will be five (5) days upon approval of the **Work and Financial Plan** and other required documents. **The deadline of the one-time submission of the District will be on or before September 10, 2021.**
5. The SDO will conduct monitoring and tracking of the downloading, utilization and liquidation of the downloaded funds thus we encouraged to mobilize district team to assist schools to expedite the submission of required documents.





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6. Please see Annex 1 with the following Enclosures:
  1. Enclosure 1 List of Essential Items and Suggested Activities for Support Mechanism
  2. Enclosure 2, Sample of the Work and Financial Plan
  3. Enclosure 3, Activity Program Proposal Template
  
4. For clarifications kindly contact the Division DRRM Coordinator thru 09778560352 or email us at [sgodfiles@deped.gov.ph](mailto:sgodfiles@deped.gov.ph) or [eunice.janolino@deped.gov.ph](mailto:eunice.janolino@deped.gov.ph)
  
5. For information, guidance and widest dissemination.

Ref: DepEd Order 014, S. 2020

SGODDRRMedj/ Orientation on the Minimum Health Standard in COVID 19/DM 016/09-02-2021

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N-avigating  
O-pportunities to  
R-eengineer for  
T-ransformation &  
E-mpowerment



Capitol Drive, Estaka, Dipolog City, 7100  
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"Be and Do Much Better Each Day  
with a  
Sense of Urgency"





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**Annex 1**

**Enclosure 1**

**List of Essential Items for Procurement**

**I. FOR SCREENING AREA AND CLASSROOMS**

1. Disinfectant
2. Facemask
3. Alcohol
4. Sanitizer
5. Hand Soap
6. Footbath
7. Tissue Paper
8. Trash bins

**II. FOR THE SCHOOL CLINIC**

1. Medicine (Paracetamol, Betadine, Cotton Balls)
2. Forcep
3. Medical Tape
4. Gauze bandage
5. Alcohol
6. Disinfectant and other Medical Kit Items

**III. CLASSROOM BARRIER AND THE RETRIEVAL AND DISTRIBUTION OF MODULES.**

1. Hard Plastics and Frames
2. Fabrication of Wooden Receptacle or Hard Boxes
3. Canopy and/or Tent (for parent and guardian in queue) with attached POW
4. Fabrication of Material Recovery Facilities MRF (with attached POW)

**IV. ESSENTIAL EQUIPMENT FOR PROCUREMENT**

1. Thermal Scanner
2. Personnel Protective Gear PPE
3. Goggles and/or face shield
4. Alcohol dispenser/sprayer
5. Disinfectant Sprayer
6. Air Purifier/ Humidifier





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IV. SUGGESTED ACTIVITIES FOR SUPPORT MECHANISM

1. Conduct of Virtual Mental Health Psychosocial Support Services training for Teachers (with Approved Activity Program Proposal)
2. Conduct of Orientation on COVID 19 Emergency (with Approved Activity Program Proposal)
3. School Feeding Program (with Approved Activity Program Proposal)

SGODDRRMedj/ Orientation on the Minimum Health Standard in COVID 19/DM 016/09-02-2021

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Enclosure 2

NAME OF SCHOOL: \_\_\_\_\_  
 DISTRICT: \_\_\_\_\_  
 DATE: \_\_\_\_\_

**WORK AND FINANCIAL PLAN**

| Specific Program | Output | Capacity Building    | Activities                                       | Performance Indicator | Physical | Expense Item           | Costing                                  | Unit Cost | Total Amount | Fund Source      |
|------------------|--------|----------------------|--------------------------------------------------|-----------------------|----------|------------------------|------------------------------------------|-----------|--------------|------------------|
|                  |        |                      | Procurement of Essential Items                   |                       | 1        | Alcohol                | 550.00 x Gallons                         | 550.00    | 5,500.00     | Downloaded Funds |
|                  |        |                      | Fabrication of Materials Recovery Facilities MRF |                       | 1        | Supplies and Materials | 6,000.00 Supplies<br>3,500.00 Labor Cost | 9,500.00  | 9,500.00     | Downloaded Funds |
|                  |        |                      | Procurement of HandHeld Radio                    |                       | 1        | Handheld Radio         | 5,500.00/unit                            | 5,500.00  | 5,500.00     | Downloaded Funds |
|                  |        |                      | Printing of IECs                                 |                       | 1        | Printed IECs           | 3x5 X 6 @ 300.00/pc                      | 300.00    | 1,800.00     | Downloaded Funds |
|                  |        | Conduct of the MHPSS |                                                  |                       | 1        | Honorarium of Speaker  | 2hrs x 2,000/hr                          | 2,000.00  | 4,000.00     | Downloaded Funds |
| <b>TOTAL</b>     |        |                      |                                                  |                       |          |                        |                                          |           | 26,300.00    |                  |

Prepared by: \_\_\_\_\_ Certified as to Availability of Funds \_\_\_\_\_ Recommending Approval: \_\_\_\_\_ Approved: \_\_\_\_\_

School Head **CASEMERA V. LUNJAS** **ARVIE M. OMPLOY, CPA** **JOY E. LETRAN-SINGSON, EMD** **MA. LIZA R. TABLON, EDD CESO V**  
 AO IV/ Budget and Finance Division Accountant Chief Education Supervisor Schools Division Superintendent



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Enclosure 3

**ACTIVITY PROGRAM PROPOSAL**

Name School: \_\_\_\_\_

District: \_\_\_\_\_

TITLE OF ACTIVITY: \_\_\_\_\_

TARGET PARTICIPANTS: \_\_\_\_\_

PROPOSED DATE: \_\_\_\_\_

VENUE: \_\_\_\_\_

FUNDING SOURCE: \_\_\_\_\_

PROPONENT: \_\_\_\_\_

**I. RATIONALE**

**II. OBJECTIVES**

The activity aims to:

- 1.
- 2.
- 3.

**III. TRAINING CONTENT AND METHODOLOGIES**

| TIME  | FLOW            | PERSON/s IN-CHARGE |
|-------|-----------------|--------------------|
| DAY 1 | Opening Program |                    |
|       |                 |                    |
|       | Session 1       |                    |
|       | Session 2       |                    |
|       |                 |                    |
|       |                 |                    |

**IV. EXPECTED OUTPUTS:**

- 1.





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- 2.
- 3.

**V. MANAGEMENT STRUCTURE**

| School Teacher/Staff Designation | Responsibilities  | Contact Person      |
|----------------------------------|-------------------|---------------------|
| School Head                      | Program Manager   | Name of School Head |
|                                  | Program Proponent |                     |
|                                  |                   |                     |
|                                  |                   |                     |

**VI. DETAILED BUDGET REQUIREMENT**

| Item | Description | Particulars      | # Pax/ | Rate/day | #days/hrs | TOTAL    | Proposed Source/s                            |
|------|-------------|------------------|--------|----------|-----------|----------|----------------------------------------------|
| 1    | Honorarium  | Resource Speaker | 1      | 2,000/hr | 2         | 4,000.00 | Downloaded Funds for Minimum Health Standard |
|      |             |                  |        |          |           |          |                                              |
|      |             |                  |        |          |           |          |                                              |
|      |             |                  |        |          |           |          |                                              |
|      |             |                  |        |          |           |          |                                              |

Prepared by:

\_\_\_\_\_  
School Head/ Program Proponent

Reviewed by:

\_\_\_\_\_  
PSDS/PICD

Recommending Approval

**JOY E. LETRAN-SINGSON, EMD**  
Chief Program Supervisor-SGOD

Certified as to Availability of Funds:

**CASEMERA V. LUNJAS**  
Budget Officer

Cash Availability:

**ARVIE M. OMPOY, CPA**  
Division Accountant

APPROVED:

**MA. LIZA R. TABILON, EdD CESO V**

