

Republic of the Philippines  
**Department of Education**  
 REGION I

**SCHOOLS DIVISION OFFICE DAGUPAN CITY**

**DIVISION MEMORANDUM**

No. 076, s. 2020

To: Asst. Schools Division Superintendent  
 Chief Education Supervisors  
 School Heads  
 Information Technology Officer

From: Schools Division Superintendent

Subject: **DIVISION ONLINE KUMUSTAHAN WITH SCHOOL HEADS**

Date: June 3, 2020

1. To establish continuous engagement and collaboration between the Division Office and the public and private schools in Dagupan City in preparation for the upcoming opening of SY 2020-2021 under the New Normal, this Office will conduct an Online Kumustahan with School Heads via Microsoft Teams platform.
2. Participants are the following:
  - a. Schools Division Superintendent
  - b. Asst. Schools Division Superintendent
  - c. CID Chief
  - d. SGOD Chief
  - e. School Heads
    - Cluster I- 9 schools
    - Cluster II – 8 schools
    - Cluster III – 7 schools
    - Cluster IV – 9 schools
    - Cluster V – 6 schools
    - Cluster VI – 4 representatives
3. The virtual meeting or teleconference will be conducted by cluster schools in two sessions per day from June 8, 9 & 10, 2020 (Please refer to attached schedule).
4. Each school head will prepare and present a 10 – minute report on the wholistic preparation for school year 2020-2021 through PowerPoint presentation. Please submit soft copy of the PPT until 5:00 PM of June 5, 2020 to SDO Dagupan official email: dagupan.city@deped.gov.ph.
5. Attached is the guide for the presentation for reference.
6. Participants are requested to log-in to the LINK created by the SDO 15 minutes before the start of the teleconference.
7. For information and guidance of all concerned.

*Maria Celia Junio-Fernandez*  
**MARIA CELIA JUNIO-FERNANDEZ, Ed.D. MDM-SEC**  
 Schools Division Superintendent







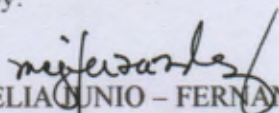
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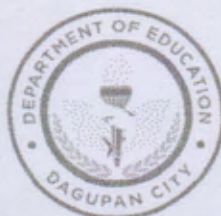
**SCHOOLS DIVISION OFFICE DAGUPAN CITY**

**Division Online Kumustahan with School Heads  
By Cluster via Microsoft Teams**

Cluster	Date	Time
Cluster I School Heads (9 schools)	June 8, 2020 (Monday)	8:00 AM
Cluster II School Heads (8 schools)	June 8, 2020 (Monday)	1:00 PM
Cluster III School Heads (7 schools)	June 9, 2020 (Tuesday)	8:00 AM
Cluster IV School Heads (9 schools)	June 9, 2020 (Tuesday)	1:00 PM
Cluster V School Heads (6 schools)	June 10, 2020 (Wednesday)	8:00 AM
Cluster VI Private Schools • Elementary Representative • Secondary JHS Representative • Secondary SHS Representative • PSPL President	June 10, 2020 (Wednesday)	1:00 PM

Approved by:

  
MARIA CELIA JUNIO - FERNANDEZ, Ed.D. MDM-SEC  
Schools Division Superintendent



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## PRESENTATION GUIDE

### Considerations for Presentation of Wholistic Preparation for SY 2020-2021 (15-minute PowerPoint Presentation)

- I. Readiness of Learning Facilities
  - A. Physical Learning Environment
    1. Readiness of school facilities, classrooms and sanitation facilities
    2. Water Supply
    3. Power Supply
    4. Safe Learning/Working Environment (Earthquake, Fire, Heavy Rain/Flood, Landslide, etc.)
    5. Others
  - B. Virtual Learning Environment
    1. Computer Laboratory
    2. Inventory of Computer Facilities/ Equipment
    3. Internet Connectivity; Internet Capacity
    4. Protocols on Safe Virtual Engagement
    5. Others
- II. Readiness of School Personnel
  - A. Teaching Personnel
    1. Physical Health and Psychosocial Preparedness
    2. Instructional Readiness in various modalities\*
  - B. Non-teaching Personnel
    1. Physical Health and Psychosocial Preparedness
- III. Readiness to Engage Learners
  - A. Enrolment Procedures
    1. Remote Enrollment
    2. Walk-in Enrollment
  - B. Profiling of Learners
    1. Home address
    2. Learning Delivery Preference
    3. Grouping/ Sectioning of
    4. Learning Support Capability at home
  - C. Preparation for Learners
    1. Availability of health-related supplies
    2. Inventory of learning resources
      - a. Online resources
      - b. Offline resources
      - c. Learning materials in hardcopy
- IV. Communication Plan to Engage Stakeholders
  - A. Gain Support of Stakeholders for August 24 opening of classes
  - B. Information drive to update stakeholders on DepEd activities