



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

September 21, 2021

**OFFICE MEMORANDUM**

No. **000266** s. 2021

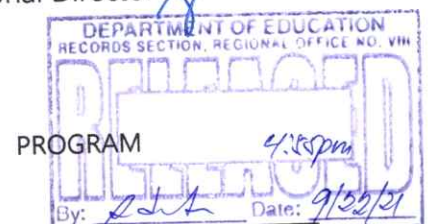
**HANDOVER AND CEREMONIAL TURNOVER OF THE SCHOOL-IN-A-BAG KITS**

To: Schools Division Superintendents of Northern Samar and Samar Divisions  
All Others Concerned

- Attached is a letter from Ms. Gemma Castillo-Goliat, Country Director, Fundacion Educacion Cooperacion (Educo), inviting the key officials from the Department of Education to witness the Handover and Ceremonial Turnover of the School-In-A-Bag Kits to the 25 recipient schools in Northern Samar and Samar Divisions in partnership with DepEd United Nations International Children's Emergency Fund (UNICEF) on September 28, 2021, at the Bay Park Hotel, Calbayog City.
- The activity shall start in the morning with Samar Division and shall conclude in the afternoon with Northern Samar Division.
- The participants to this activity are the Educo and UNICEF representatives, Schools Division Superintendents of Samar and Northern Samar, Division Focal Persons In-charge of Multigrade Program, School Heads and teachers of the recipient divisions.
- Teachers of the recipient schools will attend the one-day Online Training Workshop on Multigrade Teaching under the New Normal utilizing the School-In-A-Bag (SIAB) kits on September 30, 2021.
- Travel, accommodation, and other incidental expenses incurred by the participants from DepEd shall be charged against Local/MOOE Funds, subject to the existing accounting and auditing rules and regulations.
- Immediate dissemination of and compliance with this Memorandum are desired.

  
**MA. GEMMA MERCADO-LEDESMA**  
Regional Director

Enclosures: None  
References: As stated  
To be indicated in the Perpetual Index under the following subjects:  
MULTIGRADE PARTNERSIP  
CLMD-ACA



September 9, 2021

**MA. GEMMA MERCADO LEDESMA**  
Regional Director  
Department of Education  
Regional Office VIII  
Government Center, Candahug, Palo, Leyte

**Attn: Dr. AMENIA C. ASPA**  
Regional Multigrade Coordinator

**CARMELA R. TAMAYO, Ph.D., CESO V**  
Schools Division Superintendent, Samar Division

**GORGONIO G. DIAZ JR., PhD, CESO V**  
Schools Division Superintendent, Northern Samar Division

**Subject:** Handover and Ceremonial Turnover of the School-In-A-Bag Kits to Recipient Schools from Northern Samar and Samar Divisions

Dear RD Ledesma:

Greetings!

The COVID-19 Recovery Program for Children in Multi-grade Schools in the Philippines is being implemented by EDUCO in partnership with DepEd and UNICEF in Samar Provinces. The project aims to strengthen the capacity of schools to improve the system for quality, equitable, and inclusive education through the development of social and emotional skills of children. One of the milestones of the project is the distribution of the School-in-A Bag Kits (SIAB) to covered multi-grade schools in the Division of Samar and Northern Samar.

In this regard, we are cordially inviting you for a "*Ceremonial Turnover of the School-In-A-Bag Kits to recipient schools on September 28, 2021*" in Calbayog City. The event venue will be coordinated with you soon as this still being arranged by our Project Team in Samar. This ceremony will be attended by EDUCO management and representatives from UNICEF - Philippines.

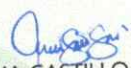
We would like to invite also Schools Division Superintendents and Multigrade Division Focal Persons of both divisions, the School Heads, and one (1) Teacher per school as representatives and recipient multigrade schools (*please see attached, 50 recipient multigrade schools*). To ensure the safety of the participants in the event, please see attached Covid Guidelines as per DOH recommendation and the plan to split into two similar activities to avoid congregation of people. As such, there will be 2 ceremonial activities on September 28<sup>th</sup>:

*Morning – Samar Division  
Afternoon Northern Samar Division.*

*The Food and Venue will be provided for by the organizers and schedule. Hence, may we request that the travel, accommodation, and other incidental expenses to be utilized by the participants to be shouldered by the respective schools and charged to their School MOOE.*

Rest assured that the activity will be following the health protocols to ensure the safety of the participants. Thank you so much for your unending support of this project. If you have queries regarding this, you may send an email to [van.martinez@educO.org](mailto:van.martinez@educO.org) or text message to +63 928 871 6843.

Sincerely yours,



**GEMMA CASTILLO-GOLIAT**  
Country Director

**Multigrade Schools SIAB Recipients for 2021****Northern Samar Division**

#	Name of School
1	Macaret ES, Biri
2	Talugaan ES, Capul
3	Rizal ES, San Antonio
4	Pasabuena ES, Victoria
5	Gonzaga ES, Victoria
6	San Roman ES, Victoria
7	Guinarawayan ES, Allen
8	Bunga ES, Lavezares
9	Aguada ES, Rosario
10	Casapinitan ES, Bobon
11	Kalantiao ES, Bobon
12	Santander ES, Bobon
13	San Isidro ES, Catarman
14	Hibalagnan ES, Catarman
15	Sampaguita ES, Lope De Vega
16	Cagmanaba ES, Mondragon
17	Canawa ES, Mondragon
18	Cahicsan ES, Mondragon
19	GB Tan ES, Laoang
20	Cag-anibong ES, Palapag
21	Luneta ES, Gamay
22	Pio del Pilar, Lapinig
23	Boring ES, Catubig
24	F. ROBIS ES, Las Navas
25	Camayaan ES, Silvino Lobos

**Multigrade Schools SIAB Recipients for 2021****Samar Division**

No.	Name of School
1	Agimit ES
2	Aguinayan ES
3	Avelino ES
4	Carmona ES
5	Catigawan ES
6	Gerali ES
7	Hinaga ES
8	Hindang ES
9	Iquiran ES
10	Libertad ES - Matuguinao
11	Libertad ES - San Jorge
12	Lim-ao ES
13	Lobe-Lobe ES
14	Lourdes ES
15	Lower Minata ES
16	Lubang ES
17	Man-ngere ES
18	Pantalan ES
19	Patag ES
20	Polangi ES
21	Sabang Integrated School
22	Sundara ES
23	Talib ES
24	Talisay ES
25	Trinidad ES



## SAFETY AND HEALTH GUIDELINES for ACTIVITIES



### COMBINED RULES AND REGULATIONS IN ACCORDANCE WITH:

- IATF – Omnibus Guidelines on The Implementation of Community Quarantine
- Department of Tourism's Administrative Order (Guidelines on the Operations of Hotels and Other Accommodation Establishments under a Community Quarantine)
- DOT-DTI Joint Memorandum Circular (Guidelines Governing The Conduct Of Essential Meetings And Social Events In Areas Under Community Quarantine)
- Educo Standard Operating Procedures on Covid-19.

### Preparation:

- Provision of hand washing facilities and/or alcohol/hygiene stations.
- Number of participants should not exceed more than 50% of the total venue capacity.
- Duration of activities per day should be up to eight (8) hours only, provided, that disinfection protocols shall be implemented during break.
- Buffet set up shall be strictly prohibited. Plated meals shall be the standard means of food service or guests are served where they are seated.
- Meal tables shall be set at a distance of two (2) meters apart.
- Chairs shall be distanced at least 1.5 meter on all sides.
- Sealed water bottles may be set-up on tables prior the entry of participants or event attendees but beverage refill is not allowed.
- Self-service and condiment stations are prohibited. Service of food, beverages, and utensils shall be done by service staff to minimize contact.
- Proper ventilation of halls and meeting rooms.
- One-way entrance and exit guest flow shall be implemented.
- Regular cleaning and disinfection schedule of the premises shall be implemented.
- Provision of face masks and face shields to all participants.
- An isolation room or area shall be designated where persons who feel unwell while at the event may remain prior to referral to the doctor on duty, if any, to the nearest hospital, or to the Barangay Health Emergency Response Team (BHERT), in accordance with the DOH prescribed protocols.

### Check-in / Registration:

- Advance submission of the List of Names, company affiliation, designation, and purpose of stay.
- Only individuals who are fifteen (15) years and above, except those with immunodeficiency, comorbidities or are pregnant shall be permitted to participate.
- Rooms shall be pre-assigned. The venue shall not allow room swapping.
- All rooms are strictly based on the stipulated occupancy per room. No one must allow other guests to join in their rooms for any reason or period. The same assigned room must be used by guest/s throughout their stay. Visitors shall be prohibited.
- There shall be body temperature checks for staff, participants or event attendees and suppliers.
- All guests are required to do hand sanitizing upon arrival at the venue.
- Submission of Health Declaration and Contact Tracing details.
- A guest folio for in-staying guests shall be provided by the hotel management.

### During the activity:

- Wearing of face mask and face shield at all times during the activity.
- Submission of accomplished Daily Health Declaration form.
- There shall be a daily body temperature checks for staff, participants or event attendees and suppliers.
- A 1.5 meter distance between participants or event attendees, employees, and suppliers shall be observed at all times.
- Meals shall be served plated.
- A "no talking while eating policy" is encouraged.
- There shall be no sharing of food or any personal or non-personal belongings.
- Taking out of unconsumed food is prohibited.
- Movement of participants or guests shall be limited to their assigned seats, meal tables or food stations and use of restrooms. Switching of seats is strictly prohibited.
- Use of shared equipment or pens and papers shall be limited. Disinfection shall be done prior to transfer to other users.
- Group activities or presentations that involve close contact such as dancing and sports shall be prohibited.
- Photo opportunities and exhibit displays shall adhere to physical distancing guidelines.
- The use of separate function halls or rooms shall be strictly implemented for simultaneous activities. Co-mingling with participants or attendees is strictly prohibited.

- Roving staff shall be deployed to monitor the compliance of attendees with physical distancing and other health and safety protocols while inside the premises.

Handling Guests Regarding Covid-19 Symptoms:

In accordance with the guidelines set by the IATF & DOH, the following shall be done if a guest exhibits symptoms during the stay:

- If symptoms are seen or if the guest has a temperature of over 37.5 degrees, he/she shall be asked to stay in the holding area. The guest shall be requested not to attend the activity or to check-out and to go home or go to a medical facility or to the nearest Rural Health Unit for checking.
- All staffs and attendees are required to report if anyone has developed any symptoms.