

Republic of the Philippines

Department of Education

National Capital Region

SCHOOLS DIVISION OF PARAÑAQUE CITY

**F. SERRANO SR. ELEMENTARY SCHOOL**

DON BOSCO, PARAÑAQUE

**CONTINGENCY PLAN FOR THE OPENING OF CLASSES SY 2024-2025**

**JULY 24, 2024**

**GOAL: To ensure a smooth and successful opening of classes**

|  |  |  |  |  |  |
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| **Programs/Activities/Projects (PAPs)** | **Timeline** | **Persons Responsible** | **Persons Involved** | **Resources Needed** | **Expected Outputs/Outcomes** |
| **Materials** | **Financial** |
| **MOOE** | **Other Funds** |
| **Key Result Area: I. Enrolment**  |
| **Objective: 1. Sustain the school enrolment rate**  |
| **Conducts meeting on the new Guidelines*** **Meeting with the Master Teachers and GradeChairperson**
* **Meeting with the Non-Teaching Personnel**
 | **July 1, 2024****July 4, 2024** | **School Head****Guidance Teacher In-Charge****LIS Coordinator****Advisers** | **School Head****Master Teachers****Chairpersons****All Teachers****Non-Teaching Personnel** |  | **MOOE** |  | **100 % attendance of the persons involved** |
| **Posts Information on Social Media*** **FSSES Facebook Page**
* **FSSES School Website**
 | **July 3-26, 2024** | **FSSES FB Page Moderator****ICT Coordinator** | **School Head****Master Teachers****Chairpersons****All Teachers** | **Laptop****Internet Connection** | **MOOE** |  | **100% information drive on digital and printed**  |
| **Communicates former students to enroll** * **Sends enrolment informations to all Grade Level Group Chats**
* **Call and sends SMS to students to enroll**
 |  **July 3-26, 2024** | **Adviser** | **School Head****Master Teachers****Chairpersons****All Teachers** | **Laptop****Internet Connection** | **MOOE** |  | **100% cooperation with parents**  |
| **Coordinate with the SPTA*** **Meets the officers of the SPTA**
 | **July 22, 2024** | **School Head****Guidance Teacher****Faculty President****LIS Coordinator**  | **School Head****Master Teachers****Chairpersons****All Teachers** |  | **MOOE** |  | **100% partnership with stakeholders**  |
| **Print enrollment materials*** **Prints Enhanced Basic Education Enrollment Form**
 | **July 3,2024** | **Guidance Teacher****LIS Coordinator****Non-Teaching Personnel** | **School Head****Master Teachers****Chairpersons****All Teachers** | **Paper****Ink****Printer****Laptop** | **MOOE** |  | **100% enrolment ready**  |
| **Disseminates Information in the Community** * **Posting of Schedule**
* **Give flyers**
 | **July 3-27, 2024** | **Guidance Teacher** **All Teachers****Non-Teaching** | **School Head****Master Teachers****Chairpersons****All Teachers** | **Paper****Ink****Laptop****Printer** | **MOOE** |  | **100% stakeholders cooperation**  |
| **Objective: Device activities/strategies to ensure all critical inputs addressed**  |
| **1.Classrooms** |  |  |  |  |  |  |  |
| **Identify non-instructional rooms that can be utilized as Instructional rooms** | **July 15-2024** | **School Head****& School Custodian**  | **School Head****Master Teachers****Chairpersons****All Teachers****Non-Teaching Personnel** | **Floor Plan** **School Inventory Sheet**  | **MOOE** |  | **100% identified classrooms utilized for face to face classes**  |
| **Align number of rooms to be used to the number of sections organized** | **July 16, 2024** | **School Head****& School Custodian**  | **School Head****Master Teachers****Chairpersons****All Teachers****Non-Teaching Personnel** | **Number of Enrolment** **Class & Teacher’s Program**  | **MOOE** |  | **100% rooms aligned**  |
| **Set up rooms with chairs enough for the number of pupils required per level** | **July 22-27, 2022** | **School Head****& School Custodian**  | **School Head****Master Teachers****Chairpersons****All Teachers****Non-Teaching Personnel** | **School Inventory**  | **MOOE** |  | **100% face to face ready**  |
| **Remove cabinets,tables inside the rooms to maximize the paces** | **July 22-27 2024** | **School Head****& School Custodian**  | **School Head****Master Teachers****Chairpersons****All Teachers****Non-Teaching Personnel** | **School floor Plan**  | **MOOE** |  | **100% classroom ready**  |
| **2.Teachers** |
| **Identify the number of teachers per grade level**  | **July 2024** | **School Head****& Master Teachers**  | **School Head****Master Teachers****Chairpersons****All Teachers****Non-Teaching Personnel** | **List of teachers per grade level**  | **MOOE** |  | **100% teachers in the grade level**  |
| **Re-align expertise of teachers in their teaching loads**  | **July 22-26 2024** | **School Head****& Master Teachers**  | **School Head****Master Teachers****Chairpersons****All Teachers****Non-Teaching Personnel** | **Form 201 of school personnel**  | **MOOE** |  | **100% aligned teachers in their expertise**  |
| **3.Learning Materials** |
| **Accounts all learning materials from Central, Regional and Division**  | **July 2024** | **School Head****& School Custodian**  | **School Head****Master Teachers****Chairpersons****All Teachers****Non-Teaching Personnel** | **Property Inventory Report**  | **MOOE** |  | **100% Learning Materials Accounted**  |
| **Check the available and still functional number of tablet for classes** | **July 18-August 2024** | **School Head****& School Custodian**  | **School Head****Master Teachers****Chairpersons****All Teachers****Non-Teaching Personnel** | **Property Inventory Report**  | **MOOE** |  | **100% Learning Materials Accounted**  |

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| **Programs/Activities/Projects (PAPs)** | **Timeline** | **Person’s Responsible** | **Person’s Involved** | **Resources** | **Expected Outcomes** |
| **Materials** | **Financial** |
| **MOOE** | **Other Funds** |
| **4.Class Program** |
| **Identify all rooms to be used in Face to face classes** | **July 3, 2024** | **School Head****& School Custodian**  | **School Head****Master Teachers****Chairpersons****All Teachers****Non-Teaching Personnel** | **Property Inventory Report**  | **MOOE** |  | **100% classrooms ready for face to face**  |
| **Key Result Area: III. Oplan Balik Eskwela** |
| **Objective: Mobilize partners and stakeholders in preparing the school**  |
| 1. **Brigada Eskwela**
 |  |  |  |  |  |  |  |
| **Meeting with the steering committee** | **July 14,2024** | **Schoolhead,****BE CoordinatorAll Teachers** | **School Head****Master Teachers****Chairpersons****All Teachers** |  |  | **Donation**  | **100 % attendance of the persons involved** |
| **Organize working teams** | **July 10, 2024** | **Schoolhead,****BE CoordinatorTeachers** |  | **Computer/Internet** |  |  |  |
| **Hanging of tarpaulin on significant places** | **July 10, 2024** | **Advocacy and Marketing Group** |  | **Tarpaulin** |  | **Donations** |  |
| 1. **School Convergence of Partners**
 |
| **Inform and invite alumni through network like messenger,facebook****Brigada Eskwela Kick-Off**  | **July 15-19, 2024****July 22, 2024** | **School Head****Master Teachers****All Teachers****Schoolhead****Program Implementation****BE CoordinatorAll Teachers** | **All Teachers****GPTA****Schoolhead****Program Implementation****BE CoordinatorAll TeachersNon-TeachingGPTA** | **Fliers****List of Stakeholders****Program** |  | **Donation** | **100% stakeholders converges engagement**  |
| **Invite parents during enrolment to join and participate Brigada Eskwela** | **July 3-26, 2024** | **Resource Mobilization Committee** | **Schoolhead****Program Implementation****BE CoordiantorAll TeachersNon-TeachingParentsGPTA** | **List of donors** |  | **Donation**  | **100% Participations in Brigada Eskwela Maintenance week**  |
| **Identify and tap possible partners stakeholders for materials and labor support needed** | **July 3-27, 2024** | **Resource Mobilization Committee** | **Program Implementation****BE CoordiantorAll TeachersStakeholders** | **List of donors** |  | **Donation**  | **100% partnership with school internal stakeholders**  |
| **Distribute letter proposal to stakeholders** | **July 10,2024** | **Resource Mobilization Committee** | **Stakeholders** | **Letter of Invitation** |  |  | **100% partnership with school internal stakeholders**  |
| **Ensure that materials are available for the volunteers** | **July 12, 2024** | **BE coordinator Finance Committee** |  | **cleaning materials & disinfectant** |  | **Donations** | **100% partnership with school internal stakeholders**  |
| 1. **School Physical set-up Cleanliness and Greenery**
 |
| **Repainting of corridors in all buildings** | **July 22-27, 2024** | **Implementation Team****BE CoordinatorSchoolhead** | **BE CoordinatorAll TeachersAdvisers** | **painting materials** |  | **Donations** | **100% cooperation of stakeholders**  |
| **Repainting of blackboards Faded colors for chairs and desk** | **July 22-27, 2024** | **Implementation Team****BE CoordinatorSchoolhead** | **BE CoordinatorAll TeachersAdvisers** | **painting materials** |  |  | **100% cooperation of stakeholders**  |
|  **Repainting classroom/comfort rooms** | **July 22-27, 2024** | **Implementation Team****BE CoordinatorSchoolhead** | **BE CoordinatorAll TeachersAdvisers** | **painting materials** |  |  | **100% parcitations of teachers in brigada week**  |
| **Replacement or repainting rusty alternative gate/peeled off GI sheet** | **July 22-27, 2024** | **Implementation Team****BE,Schoolhead** | **BE CoordinatorAll TeachersAdvisers** | **painting materials** |  |  | **100% parcitations of teachers in brigada week**  |
| **Planting of ornamental and vegetable plants** | **July 2024(year round)** | **Go green Team** | **Go green TeamAll teachers** | **seedlings of plants** |  | **Donations from DENR** | **100% parcitations of teachers in brigada week**  |
| **Cleaning and decorating of all classrooms** | **July 22-27, 2024** | **BE CoordinatorAll Teachers** | **BE CoordinatorAll TeachersAdvisers** | **cleaning materials** |  |  | **100% parcitations of teachers in brigada week**  |

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| **Materials** | **Financial** |
| **MOOE** | **Other Funds** |
| 1. **School Launching of Project Initiative Plan**
 |
| **Organize Committees for the Project Initiative Plan and the School SMART GOals** | **August 2024** | **School headMaster TeachersChairpersonAll Teachers** | **School headMaster TeachersChairpersonAll TeachersStakeholdersLGUGPTA** |  |  |  | **100% attendance of the persons involved** |
| **Invite Stakeholders to attend the School Launch thru;*** **Sending of Invitation/Programme**
* **Messenger**
* **School Facebook Page**
* **School Website**
 | **September 2024** | **School headMaster TeachersChairpersonAll Teachers** | **School headMaster TeachersChairpersonAll TeachersStakeholdersLGUGPTA** | **Laptop****Internet Connection** |  |  | **100% attendance of the persons involved** |
| **Key Result Area: IV. School Safety and Security** |
| **Objective: Maintain improved safe learning environment to ensure safety of learners, teachers, and non-teaching personnel** |
| 1. **DRRM**
 |  |  |  |  |  |  |  |
| **Setting School Traffic Management****\* Posting of Directional maps and Safety Protocols.****\*Designating Entrance and Exit points.** | **July 26, 2024** | **SDRRM Coordinator, School Head** | **SDRRM Coordinator, SH, School Health and Safety Committee, NTP** |  **Instructional Materials, Tarpaulin, Maps and Signages** | **MOOE** | **N/A** | **Strengthened observance of Health and Safety Protocols and protective measures.** |
| **Conduct of Hazard and Risk Mapping** | **August 2024** | **SDRRM Coordinator, School Head, Class Adviser** | **School Head, SDRRM Coordinator, SDRRM Team, SH, School Health and Safety Committee, NTP, Adviser, SELG, SPTA** | **Hazard Map, Checklist, School Map, Bond paper, Pen** | **\*** | **\*** | **Identified potential hazards and risks in the school premises.** |
| **Inspection, repair and replacement of damaged equipment and facilities.** | **July 22-27, 2024** | **BE Coordinator, SDRRM Coordinator, School Head** | **School Head, SDRRM Coordinator,****School Information Officer** | **Monitoring tool, Repair and Construction materials,**  | **MOOE** | **LGU, Donations** | **Safe Learning Environment.****(Retrofitted, repaired, and replaced damaged equipment and facilities.** |
| **\*Utilize the School DRR Response Team****\*Participation in Hazard Drills, Simulations.****\*Conduct and participation in Training and Capacity Building.** | **August -September 2024** | **SDRRM Coordinator, SDRRM Team, SH, School Health and Safety Committee** | **SDRRM Coordinator, SDRRM Team, SH, School Health and Safety Committee, Teachers, NTP** |  | **MOOE** | **Donors, Volunteers** | **Quick and timely response during emergencies.****100% Trained teachers and NTP personnels.**  |
| **Installation of Early Warning and Communication System/ Devices****\*Installation of CCTVs** | **August 2024-October 2024** | **SDRRM Coordinator, SDRRM Team, SH,Property Custodian Officer** | **SDRRM Coordinator, SDRRM Team, SH,Property Custodian Officer** | **Building Floor Plan. APP, CCTV units, Megaphone, Communication Equipment** | **MOOE** | **LGU, Donors** | **Improved security and communication system.****100 % effective warning and information communication dissemination.** |
| **Conduct and participate in all types of hazard drills (Fire drill, Earthquake drill, Lockdown, Bomb Threats)** | **July 2024****Year-round** | **SDRRM Coordinator,****School Head** | **SDRRM Coordinator, SDRRM Team, SH, School Health and Safety Committee, Teachers, NTP, Parents, Learners** | **Warning System, Communication Plan, Evacuation Map, Emergency Health Kits, Rescue Equipment** | **MOOE** | **LGU, Donors** | **100% prepared learners and school personnels.****Decreased chances of injuries and casualties in case of disasters.** |
| **2. Health and safety in schools** |
| **\*Conduct of Hand Washing and Tooth Brushing activity****\*Designation of Nurse / Clinic Teacher****\*Presence of SDRRM / SHS team****\*Monitoring and provision of necessary support** | **August 2024****Monthly Schedule** | **SDRRM Coordinator, School Head, Class Adviser, School Nurse** | **SDRRM Coordinator, SDRRM Team, SH, School Health and Safety Committee, NTP, Nurse** | **Health Monitoring, Checklist, Organizational Chart** | **MOOE** |  | **Developed strategies to to implement handwashing and toothbrushing activity** |
| **Medical and Emergency Referral System****\*Coordination system with LGU/BHW.****\*Flowchart of referral system.** | **Year-round** | **School Head, SDRRM Coordinator, School Nurse, School Head** | **School Head, SDRRM Coordinator, School Health and Safety Committee, NTP, Nurse,**  | **Flow chart, Emergency Contact numbers , Hotline numbers, Cell phone.**  | **MOOE** |  | **Established a clear procedure of medical referral system for health emergencies.** |
| **Posting of safety measures, evacuation map, safety and health protocols, and emergency hotlines.** | **August 1-20, 2024** | **School Head, SDRRM Coordinator** | **School Head, SDRRM Coordinator, School Health and Safety Committee, NTP, Nurse,**  | **Printer, Tarpaulin, Laminator, Laminating Film** | **MOOE** |  | **Evacuation route followed during the evacuation. Safety protocols are strictly observed daily and utilized hotlines during emergencies.**  |
| **\*Implementing Protective Measures and Safety procedures.** | **August 1-20, 2024** | **SDRRM Coordinator, SH** | **SDRRM Coordinator, SH, School Health and Safety Committee, NTP, AdviserCommittee, NTP, Adviser** | **Safety and Security Plan, APP, Safety signages** | **MOOE** |  | **Ensured effective implementation of the school’s health and safety protocols that are in place and observed during the implementation of health and safety** |
| **3. Provision of health kits** |
|  |  |  |  |  |  |  |  |
| **\*Purchasing and Acquisition of masks, go bags and medicine kit,sanitation and disinfection materials, supplies for emergencies.** | **August 2024 - July 2025** | **SDRRM Coordinator, SH** | **SDRRM Coordinator, SH, School Health and Safety Committee, School Property Custodian, Finance Officer** |  | **MOOE** | **Donations / LGU Fund** | **Acquired sufficient supply of health kits, sanitation and emergency supplies.** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Key Result Area: V. Managing Disruptions** |
| **Objective: Prepare the school for immediate and appropriate response to possible disruptive situations**  |
| 1. **Contingency and Recovery Measures**
 |  |  |  |  |  |  |  |
| **Establish Temporary Learning Modalities*** **Shift to Blended Learning**
* **Online Learning**
* **Modular Learning**
 | **August 2024 - July 2025** | **SH, Master Teachers, LRM Coordinator, ICT Coordinator** | **SH, Master Teachers, LRM Coordinator, ICT Coordinator, Advisers** | **Digitized Copy of SLMs,** **Printed Copy of SLMs, Tablet, OTGs, LR Portal** | **MOOE** | **LGU, Donors** | **Ensured Learning Continuity.** |
| **Develop and Print Self-Learning Modules****Uploading of SLMs in the School Learning Portals** | **August 2024 - July 2025** | **SH, Master Teachers, LRM Coordinator, ICT Coordinator** | **SH, Master Teachers, LRM Coordinator, ICT Coordinator, Advisers** | **Laptop, Internet, Printer, Mimeo Graphing Machine, Bondpapers** | **MOOE** | **LGU, Donors** | **Availability of Self- Learning Modules, Accessible portals for Digitized copy of SLMs.** |
| **Conduct Homeroom Guidance Activities and Psychosocial and Mental Health Activities**  | **August 2024 - July 2025** | **Nurse, Guidance Teacher, School Health and Safety Officers** | **SH, Master Teachers, Nurse, Advisers, Guidance Teacher** | **Referral Form****Guidance Record, Anecdotal Record, Medical Record** | **MOOE** | **Sponsor** | **Developed strategies in providing Homeroom Guidance activities and psychosocial and mental health support to learners, teachers and personnel.** |
| **Prepare Alternative Work Arrangement in case of Heat Index, Typhoon and other calamities** | **August 2024 - July 2025** | **School Head, Master teachers** | **School Head, Master teachers, teachers and NTPs** |  |  |  | **Implemented AWA necessary to deliver quality and continuous basic education in a safe learning environment to learners.** |

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| **Programs/Activities/Projects (PAPs)** | **Timeline** | **Person’s Responsible** | **Person’s Involved** | **Resources** | **Expected Outcomes** |
| **Materials** | **Financial** |
| **MOOE** | **Other Funds** |
| **Key Result Area: VI. Monitoring and Evaluation** |
| **Objective: Oversee implementation of Operational Plan for future decisions and plan adjustment** |
| **1. Data gathering** |  |  |  |  |  |  |  |
| **Profiling of learners and teachers** | **Aug 15 - Sept 2, 2024** | **Guidance Teacher-in-charge** | **Master Teachers, Grade Chairpersons** | * **Enrollment forms**
 | **MOOE** |  | **100% of the records( SFs, File 201) of learners were updated** |
| **Count the number of :*** **enrollment in all grade levels**
* **transferees**
* **balik-aral**
* **classrooms**
* **textbooks**
* **SLMs**
* **Nutritional Status of Learners**
 |  | **BEIS Coordinator** **School Custodian** **School Nurse** | **Grade Chairpersons Class Advisers** | * **Enrollment forms**
* **BEIS**
* **Inventory**
 | **MOOE** |  | **Identified the number of actual enrollment and resources for SY 2022-2023** |
| **2. Feedback and school data analysis for Readiness in Learning Resources** |
| **Checking of available data of textbooks and LM’s** | **July -August 2024** | **Property Custodian** | **Grade Chairperson Class Advisers****AO2** | **Inventory**  | **MOOE** |  | **100% inventory of of available learning resources** |
| **Health status of learners and personnel in response to Healthy Learning Institution(HLI)** | **August 2024-****July 2025** | **School Nurse** | **Clinic teacher in charge** **Grade Chairperson Class Advisers** | **Clinic Records** | **MOOE** |  | **100% health records of learners and teachers were recorded and updated for possible activities and research recommendation** |
| **3. Review of School Operational Gains and Gaps** |
| **Identify the Gains & Gaps per learning areas**  | **August 22-Oct 21** | **School Subject Coordinators**  | **Teachers & Master Teachers**  | **Baseline data of Gains % Gaps**  | **MOOE** |  | **100% project accomplishment**  |
| **Provide Interventions through projects**  | **August 22-Oct 21** | **School Subject Coordinators**  | **Teachers & Master Teachers**  | **Baseline data of Gains % Gaps**  | **MOOE** |  | **100% project accomplishment** |
| **4. Decision making on the readiness of the school on the implementation of MATATAG Curriculum for Kindergarten, Grade 1 and Grade 4** |
| **Conduct school-based LAC activities for teachers on the MATATAG Curriculum** | **August 22-Oct 21** | **Teachers** **Master Teachers** **Principal**  | **Teachers & Master Teachers**  | **School-Based LAC Reports**  | **MOOE** |  | **100% readiness of teachers** |
| **Ready necessary learning resources, Review Lesson exemplars, Produce Lesson plans for teacher per Grade levels** | **August 22-July 2025** | **Teachers** **Master Teachers** **Principal**  | **Teachers & Master Teachers**  | **Learning Resources****Lesson Exemplars** | **MOOE** |  | **100% of Learning materials readied, Lesson exemplars reviewed and Made Lesson plans appropriate for each grade levels** |

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