

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**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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 Coordinator All Teachers** | **School Head**  **Master Teachers**  **Chairpersons**  **All Teachers** |  |  | **Donation** | **100 % attendance of the persons involved** |
| **Organize working teams** | **July 10, 2024** | **Schoolhead,**  **BE Coordinator Teachers** |  | **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 Coordinator All Teachers** | **All Teachers**  **GPTA**  **Schoolhead**  **Program Implementation**  **BE Coordinator All Teachers Non-Teaching GPTA** | **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 Coordiantor All Teachers Non-Teaching Parents GPTA** | **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 Coordiantor All Teachers Stakeholders** | **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 Coordinator Schoolhead** | **BE Coordinator All Teachers Advisers** | **painting materials** |  | **Donations** | **100% cooperation of stakeholders** |
| **Repainting of blackboards Faded colors for chairs and desk** | **July 22-27, 2024** | **Implementation Team**  **BE Coordinator Schoolhead** | **BE Coordinator All Teachers Advisers** | **painting materials** |  |  | **100% cooperation of stakeholders** |
| **Repainting classroom/comfort rooms** | **July 22-27, 2024** | **Implementation Team**  **BE Coordinator Schoolhead** | **BE Coordinator All Teachers Advisers** | **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 Coordinator All Teachers Advisers** | **painting materials** |  |  | **100% parcitations of teachers in brigada week** |
| **Planting of ornamental and vegetable plants** | **July 2024 (year round)** | **Go green Team** | **Go green Team All 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 Coordinator All Teachers** | **BE Coordinator All Teachers Advisers** | **cleaning materials** |  |  | **100% parcitations of teachers in brigada week** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Programs/Activities/Projects (PAPs)** | **Timeline** | **Person’s Responsible** | **Person’s Involved** | **Resources** | | | **Expected Outcomes** |
| **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 head Master Teachers Chairperson All Teachers** | **School head Master Teachers Chairperson All Teachers Stakeholders LGU GPTA** |  |  |  | **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 head Master Teachers Chairperson All Teachers** | **School head Master Teachers Chairperson All Teachers Stakeholders LGU GPTA** | **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.** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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** |

**Prepared by: Reviewed and Recommended for Approval: Approved:**

**ANTONIO B. DORADO THELMA F. MONTIEL CAROLINA T. RIVERA, CESO VI NERISSA L. LOSARIA, CESO V**

Schoolhead Chief Education Supervisor (SGOD) Asst. Schools Division Superintendent Schools Division Superintendent

**A group of logos with text

Description automatically generated**

Address: John St., Annex 35 Better Living Brgy., Don Bosco Parañaque City

Telephone No.: (02) 8650-5420/8561-3548

Email Address: 136763@deped.gov.ph****

Address: John St., Annex 35 Better Living Brgy., Don Bosco Parañaque City

Telephone No.: (02) 8982-1863

Email Address: 136763@deped.gov.ph