



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region X- Northern Mindanao

Division of Malaybalay City

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DIVISION MEMORANDUM

No. 455 s. 2017

**To: Schools Governance and Operations Division Chief and Staff
Curriculum Implementation Division Chief and Staff
Public and Private Elementary and Secondary School Heads
This Division**

Edilberto L. Oplenaria
From: - EDILBERTO L. OPLENARIA, CESO VI
OIC - Schools Division Superintendent

2017-09-08
DepEd-MALAYBALAY CITY DIVISION
RELEASED
Date: SEP 08 2017 Time: 9:28
By: [Signature]

Date: September 6, 2017

**Subject: DISSEMINATION OF UNNUMBERED DEPED MEMORANDUM
DATED AUGUST 14, 2017 RE: PROTOCOLS AND MECHANISMS
FOR LEARNING CONTINUITY OF DISPLACED LEARNERS AND
TEACHER DEPLOYMENT DUE TO THE MARAWI CITY SIEGE**

1. The field is hereby informed of the herein Unnumbered DepEd Memorandum dated August 14, 2017 re: Protocols and Mechanisms for Learning Continuity of Displaced Learners and Teacher Deployment Due to the Marawi City Siege of which the content is self-explanatory.
2. Widest dissemination of this Memorandum is desired.

Enc: As Stated

Copy Furnished: Records Unit | DRRM

TO BE POSTED IN THE WEBSITE



Republic of the Philippines
Department of Education

Tanggapan ng Pangalawang Katihim
Office of the Undersecretary

OM-PFO-2017-0969

MEMORANDUM

TO: Secretary John Magno, ARMM
Assistant Secretary Alhadar Pajiji, ARMM
Assistant Secretary Marjuni Maddi, ARMM
Regional Director Allan Farnazo, Region X
Schools Division Superintendents of Marawi City, Lanao del
Sur I, Lanao del Sur II
Schools Division Superintendents of Region X

FROM: 
JESUS L.R. MATEO
Undersecretary

SUBJECT: PROTOCOLS AND MECHANISMS FOR LEARNING
CONTINUITY OF DISPLACED LEARNERS AND TEACHER
DEPLOYMENT DUE TO THE MARAWI CITY SIEGE

DATE: 14 AUGUST 2017

On 2 August 2017, the Disaster Risk Reduction and Management Service (DRRMS) facilitated a meeting between DepEd-ARMM and DepEd-Region X to discuss and resolve issues concerning learners and personnel of Marawi City (see attached Annex A). As a result, protocols and mechanisms were agreed upon by the two (2) regions to ensure learning continuity of displaced learners from Marawi City and the proper management of the deployment of teachers and school resources (see attached Annex B).

In light of the agreement, the following are advised:

A. Protocols concerning displaced learners from Marawi City

1. Status of displaced learners

- a. All displaced learners in receiving schools shall be considered as regular and official learners of the school;
- b. Each displaced learner's Learner Reference Number (LRN) shall be used as official document for considering the student as officially enrolled, if available;

Office/LastName



- c. If the LRN and other official documents are not available and cannot be found/determined after exercising all necessary efforts, said displaced learner should be recommended to take PEPT for them to be placed in the appropriate grade level;
 - i. Schools should submit a learner tracking data, using the template from the DRRMS to be provided by their respective SDO, and by registering the Marawi learners in the LIS;
 - ii. The Bureau of Educational Assessment (BEA), with the SDO, shall administer a special PEPT for displaced learners without LRN.
- d. The School Head of the receiving school will sign the Form 138 of displaced learners. All funding needs, such as but not limited to the Form 138 and exam questionnaires, will be shouldered by receiving schools/SDO.
- e. No deadline will be set for the registration of displaced learners. SDOs, District Offices and Schools should administer local initiatives like clustering/grouping of late registrants and utilization of ADMs/FLOs, and other related interventions, as deemed necessary. However, this shall only apply to Marawi displaced learners and not for all late registrants;
- f. The displaced learners will be treated as transferees, with their card (form 138), if they choose to return to a DepEd school in Marawi City, whether their previous school or not, once entry to and recovery of Marawi starts.

2. Management of displaced learners

Displaced learners shall be:

- a. integrated in the appropriate regular classes of the receiving schools;
- b. organized as one class when the number warrants the creation of such following the teacher-learner ratio of 1:45;
- c. pulled out from their classes only upon the approval of the School Head of the receiving school;
- d. provided with a continuing mental and psychosocial health intervention; and
- e. ensured of culturally appropriate learning environment whereby they can continually practice their culture, beliefs, customs, and practices.

B. Protocols concerning the deployment of Marawi teachers

1. Steps for teacher deployment:

- a. The School Head of a receiving school shall submit a request for the deployment of Marawi teacher/s to their SDO, and said SDO will transmit the request to their respective Regional Office (RO);
 - i. Receiving school should also include in their request to the specific grade level and competency needed so that the Marawi teacher to be assigned will match the need of the receiving school;
- b. The RO will validate the request depending on the number of displaced learners before transmitting to DepEd-ARMM;
- c. DepEd-ARMM, through the Schools Division Superintendent (SDS) of Marawi City Division (MCD), as representative of the DepEd-ARMM Secretary, will release the Deployment Order of the MCD teacher/s (see attached Annex C1);
- d. DepEd-ARMM, through the SDS of MCD, will transmit documents to the requesting RO, and the RO will provide the requesting SDO a copy of the documents;
- e. The SDS of the receiving school will provide a Notice of Assignment to the teacher/s to be deployed and transmit a copy to the receiving school (see attached Annex C2);
 - i. Minimum requirement for the deployment of teachers is a certification provided by DRRMS that the teacher has undergone Psychological First Aid; and,
- f. The deployed teacher will also present the Notice of Assignment to the School Head of the receiving school.
- g. The School Head of the receiving school shall issue a Certificate of First Day of Service to the deployed teacher.

2. Supervision and Monitoring of deployed teachers

Instructional Supervision

Deployed teachers shall be:

- a) managed and supervised by the receiving School Head in accordance with existing laws, rules and regulations;
- b) assigned to public school preferably to classes with a significant number of Maranao learners;
- c) given assignment/teaching loads based on specialization/competency;

- d) pulled out from their classes/school only upon approval of the receiving Schools Division Superintendent;
- e) supported with the regular and necessary capacity building for teachers;
- f) provided with a continuing mental and psychosocial health interventions;
- g) accorded with mutual respect and trust through building harmonious relationship between and among teachers and learners;
- h) involved actively in Learning Action Cell sessions; and
- i) committed in creating a culture of peace.

The receiving school is reminded to allow a certain level of flexibility for religious and cultural practices/needs of deployed teachers, such as but not limited to, time for communal prayer for Muslims during Friday.

Monitoring

Monitoring of deployed teachers by MCD shall be maintained to ensure compliance to deployment and welfare of their teachers.

C. Next Steps

1. Two (2) Meetings will be held - one (1) is among School Heads of receiving schools with their respective SDS, and the other one (1) is among deployed teachers and the SDS of MCD for briefing on this policy;
2. A separate detailed guideline may be agreed upon and duly signed by the two regions, provided that it is in accordance to this memorandum;
3. A Joint Working Group shall be formed by the two concerned regions to monitor the implementation of this memorandum.
4. The DepEd-ARMM may use this agreement as reference for the handling of their displaced Marawi learners and deployment of Marawi teachers within their jurisdiction, for instance, in Lanao del Sur I and Lanao del Sur II. An agreement between or among receiving divisions of Dep-ARMM with the Marawi City Division may likewise be forged.

For clarifications, all concerned may contact the DRRMS at telefax number (02) 637-4933 or through email address drmmo@deped.gov.ph.

Immediate dissemination of and strict compliance to this policy is advised.



Republic of the Philippines
Department of Education

Tanggapan ng Pangalawang Kathim
Office of the Undersecretary

OM-PTO-2017- _____

MEMORANDUM

TO: Secretary John Magno, ARMM
Assistant Secretary Alfhadar Pajiji, ARMM
Assistant Secretary Marjuni Maddi, ARMM
Regional Director Allan Farnazo, Region X
Schools Division Superintendents of Marawi City, Lanao del Sur 1, Lanao del Sur 2, Lanao del Norte, Iligan City, Misamis Oriental, and Cagayan de Oro City

FROM: JESUS L.R. MATEO
Undersecretary

SUBJECT: MEETING TO ADDRESS CONCERNS ON STATUS OF ENROLLED MARAWI FARNERS AND DEPLOYED TEACHERS IN RECEIVING SCHOOLS

DATE: 20 JULY 2017

Relative to the continuing impact of the Marawi Crisis, a number of concerns have evolved in the past few days concerning the status of displaced learners who are enrolled in receiving schools and Marawi teachers who are deployed to ensure learning continuity.

In light of the discussions of the Disaster Risk Reduction and Management Service (DRRMS) with the principals of receiving schools during the visits conducted by DRRMS last 3-7 July and the meetings with the Schools Division Superintendents of Iligan City and Lanao del Norte, this office requests that the concerned officials meet on 27 July to address the following concerns:

1. How do we deal the Marawi learners who are currently in the receiving schools? Shall the displaced learners be reflected as learners of the receiving schools/divisions or still be reflected in their original school/division prior to the current calamity? Address the EBPIC and other reporting concerns? Once Marawi is cleared and recovery starts, what is the status of the learners who will go back to their schools in Marawi City? Is the students expected to stay in the receiving schools, how do we handle the required credentials which were not observed due to the circumstance?
2. Who grades and/or signs the report cards of the Marawi learners who are currently enrolled in the receiving schools? The first quarter examination is near. There are students integrated in existing/current classes/classrooms and they are being taught by the teacher of the receiving school. There are also those who are in temporary learning spaces (TLS) in the receiving schools. They are being taught by deployed Marawi teachers.

3. Related to this, who shoulders the printing of the exams? Who shoulders the cost of the reports cards for the Marawi learners?
4. With respect to deployed Marawi teachers, who supervises them? The principal in the receiving school, or should it be an/the assigned Marawi principal/supervisor?
5. To whom does the deployed Marawi teacher report to on a daily basis? The school principal of the receiving school, or the assigned Marawi principal/supervisor?
6. Whose system should be followed? Classes in Marawi, ARMM are from Tuesday to Thursday, while in Region X and the rest of the country, classes are from Monday to Friday. Should the deployed Marawi teachers follow the time in and time out/off system of the receiving school?
7. Who provides for financial or logistical assistance for the deployment of the Marawi teachers in Lanao del Norte (Ligan City) and Cagayan de Oro City?

The Central Office through Director Rosalia C. ... shall facilitate the said meeting which will be held in the Nupta Region X Office.



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
DISASTER RISK REDUCTION AND MANAGEMENT SERVICE
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Telex Nos.: +632-637-4033; +632-637-4806
Mobile Nos.: +63906-2630382; +63915-5153138
Email address: dirmo@deped.gov.ph



MINUTES OF THE MEETING

ACTIVITY: MEETING TO ADDRESS CONCERNS ON STATUS OF ENROLLED MARAWI LEARNERS AND DEPLOYED TEACHERS IN RECEIVING SCHOOLS
DATE: 2 AUGUST 2017
TIME STARTED: 10:10PM
TIME ENDED: 12:44 PM
ATTENDEES: See Attendance Sheet from Division of Iligan City, DepEd Region X

Invocation (Davao Ecumenical Prayer Video)
Community Singing (Ako ay Pilipino)

School Division Superintendent (SDS) Randolph Tartola of Iligan City Division welcomed the group and enjoined all to put forward the agreed agenda.

Context of the Meeting

Director Ronilda Co of DepED DRRMS served as the facilitator of the meeting. She discussed the context of the agenda of the meeting, i.e. evolving issues on the displaced learners and deployed teachers from Marawi City. She emphasized that current situation is considered as a national response since it involves two regions; hence, requiring a unified response at all levels.

She reviewed the different interventions conducted by the Department across all levels. She shared that there are more than 26,000 displaced learners (DLs) from Marawi City. And majority of these DLs are in Iligan City, Lanao del Norte and Cagayan de Oro of DepEd Region X (RO 10). She has also noted the distribution of learning kits for the DLs and the ongoing psychological first aid (PFAs) for the Marawi City Division (MCD) Teachers.

She has also underscored the need to transition the Regional Emergency Operations Center given that most agencies have already transitioned from their national offices to their regional counterparts.

She has suggested as process of discussing the evolving issues. i.e. review of concerns, providing solutions based on existing policies, modify if necessary and in the absence thereof propose new policy. The body agreed with the process.

Question 1 - Status of Displaced Learners (DLs) from Marawi City

Regional Director (RD) Allan Farnazo of RO 10 emphasized the need forward the interest of the learners rather than the convenience of the management. He was careful about the delineating authority between RO 10 and DepEd ARMM.

He cited DO 98, s. 2015 and DO 23, s 2016 as guiding document for the registration of the DLs. As much as they committed to accept all DLs on the basis of their own self presentation, i.e. claiming to be Grade 5; hence, registered as such, he shared some issues in the accuracy of information of the DLs, i.e. some who may have thought they were promoted even if not due to excessive absenteeism and the inattention of the parents to their child status.

He said that the next major step is to clean the data and provide actual names to this number of DLs. Citing his stand against discrimination, He emphasized that the DLs are official and regular learners of their receiving schools.

He furthered that there will be no need to present documentary requisites for DLs with matched Learner Reference Number (LRN) as it believed that Marawi City Division (MCD) have already complied with this. However, DLs without LRN will be assisted in retrieving their record. Also, they will be required to submit necessary requisites.

In the event, they will return to their schools in Marawi City; they will be considered as transferees. He also underscored that this option will automatically merit 'no makeup' class since they will be attending regular classes. Also, the MCD will be given more focus to rehabilitate their schools.

SDS Tartola agreed with the proposed mechanism; however he clarified about DLs without LRN, i.e. grade level, in the absence of their school record. RD Farnazo emphasized that in the basic of no access no record or documentation of such, the DLs will be recommended to take the PEPT Examination. Moreover, he suggested mobilizing Guidance counsellors and seeking guidance from the Bureau of Educational Assessment.

The Principal of Iligan City Central Elementary School reported around 600 DLs already integrated in their regular classes. She confirmed the difficulty of retrieving the LRN for some DLs. However, RD Farnazo emphasized that DLs shouldn't be faulted for not remembering their LRNs which is actually longer than the mobile number, but he agreed that at the very least DLs should be able to correctly spell their names. Also, he shared that the process should be made easier and helpful to the DLs. SDS Tartola further noted that they will exhaust all means to retrieve the LRNs before recommending DLs for the PEPT.

SDS Zenaida Unte Alonto of MCD noted that DLs from private schools are still most likely without LRNs for they have already completed the LRNs for the public schools in the MCD.

Director Co noted the need to issue for a memorandum to consolidate the learner's data including their age, previous school attended. SDS Alonto suggested including the BRAC learners.

On Deadline of Registration for DLs

SDS Tartola clarified whether there will be a deadline for the registration of DLs given that it will already be 1st Grading Period Examination by 2nd week of August. RD Farnazo emphasized the principle of accessibility and individualized/differentiated learning in the K-12 curriculum will be contrary to setting a deadline for registration in this peculiar situation. He noted the availability of Flexible Learning Options or Alternative Delivery Modes in accommodating the DLs. He enjoined the SDS and Principals to be creative in addressing the situation.

SDS Unte Alonto appealed not to set deadline for the registration given the peculiarities of the situation. In response, SDS Tartola emphasized the need to work together with deployed teachers from Marawi City Division in addressing the needs of the DLs.

However, RD Farnazo underscored that the DLs couldn't be faulted for hoping for the earlier resolution of the conflict. He further clarified that the non-imposition of deadline for registration will only apply to DLs from MCD.

On Question 2 – Grading of the Displaced Learners

Given the discussion in Question Number 1, the discussion for Question Number 2 is considered moot and academic. RD Farnazo furthered there could be 'no two schools in a school'

On Question 3 – Expenses for Exam Questionnaire and Report Card of Displaced Learners

Based on DO 13, s 2016 (MOOE), the receiving schools shall shoulder all the necessary expenses to be incurred.

On Question 4 – Supervisory Guidelines for Deployed Teachers

In drafting the supervisory guidelines, the following documents were cited: DO 22, s. 2013 (Transfer of Duty) DO 291, s. 2008 and DO 41, s. 2012. RD Farnazo emphasized that all existing policies were considered in their proposed Joint Guidelines for the Integration of Learners and the Deployment of Teachers from MCD to Public Schools in Region X.

The said guidelines stipulate the need for bilateral cooperation and synergy between DepEd RO X and ARMM in ensuring the rights of the DLs in the rationale and objective. RD Farnazo noted that the end goal is for the DLs to have a good experience in the receiving schools in RO X.

He has also discussed areas to explore in the joint guidelines, i.e. the status of madrasah education in RO X, possible researches on the concept of peace, improvements in school management and leadership, curriculum design and school partnerships. He discussed that the financial aspect of the joint guidelines will still be subject to availability and in conformity with laws and issuances. He emphasized that the budget is always reactive. Director Co stated that DRRMS is currently exploring the possibility of the transportation allowance. Relatedly, SDS Unte Alonto shared that an initial PhP 250,000 has been disbursed for DTs within ARMM.

SDS from Lanao del Sur clarified the possibility of receiving DTs in their schools despite still being considerably in normal operations even at this point. SDS Unte Alonto noted the basis for deployment will be the teacher to student ratio. DLs should be integrated

SDS in Lanao del Sur noted that their issue is considered as a division to division transaction. They have noted that the school assignment for DTs will be strictly on the need basis of the receiving schools.

In consolidation, RD Farnazo shared the mechanism for the deployment of teachers from MCD. First, the principal of the receiving schools will submit a request to their respective SDO; the SDS will transmit this request to RO X. RO X will validate the need for DTs before transmitting it to DepEd ARMM. Next, DepEd ARMM will send a list of their DTs signed by their Supervising Official to RO X. DepEd ARMM shall provide deployment order to their DTs. Upon receiving the list of DTs, RO X will provide the DTs with their notice of assignment to the DTs. The DTs will present their notice of assignment to the school head of their receiving school. Lastly, the school head will provide the DTs with their certificate of first day of service.

RD Farnazo stipulated that the minimum requirement for the DTs is their attendance in Psychological First Aid. Although secondary to assessed needs, the welfare of the DTs, i.e. residence will be considered in their school assignment.

SDS from Cagayan de Oro clarified the signatory of the DTs documents. RD Farnazo reiterated that the heads of the receiving schools will served as the supervising official of the DTs.

Director Co noted that the request for DTs from the receiving SDO will be reviewed by RO X.

SDS Unte Alonto emphasized that integration of the DLs to the regular classes should be the first option prior to request of temporary learning spaces and DTs. Corollary, RD Farnazo cited DO 93, s. 2010 and DO 41, s.2012 in addressing the issues of class size, i.e. ideal class size, use of ADM/FLOs, possibility of double shift

The Alternative Learning System Coordinator clarified whether the DTs could also served as class advisers. RD Farnazo noted that it will dependent on the receiving schools. Also, he suggested that the ALS/Mobile Teachers of DepEd ARMM should be tapped to track and to address the need of their regular IDPs who are still within their area of responsibility.

On Question 5 – Supervising Official for the DTs

RD Farnazo suggested that the Principal of the receiving schools will act as the direct supervisors of the DTs. Corollary to this, all existing system, i.e. class days, daily time record, in the receiving should be followed. DepED ARMM should maintain their monitoring mechanism for their DTs.

On Question 6 – School System to be Followed by the DTs

As earlier discussed, the existing system (class days, daily time record, teaching load, etc.) of the receiving schools should be followed. RD Farnazo shared that even without verbalizing cultural sensitivity in the agreement; it still should address the flexibility in time, i.e. Friday Prayer Time

On Question 7: Provision of Logistical Support for the DTs

Director Co shared that DepED DRRMS is exploring the possibility of allocating fund for DTs.

On Procurement of School Equipment

RD Farnazo confirmed that the availability of the downloaded fund from the Central Office. Moreover, the SDSs shared that they have already started the procurement process. RD Farnazo mentioned about the possibility of bypassing the regular bidding process, since it is an emergency situation as shared by Asec. Revsee Escobedo when they meet in Cagayan de Oro last July 28, 2017. He mentioned about the constant follow-up on the matter from Usec. Annalyn Sevilla.

Summary of the Discussion

Director Co provided the highlights of the discussion on the evolving issues. She reiterated that DLs from MCD enrolled in receiving schools in RO X will be considered as regular and official learners of the receiving schools.

She reviewed the agreed requisites for registration, i.e. DLs with LRNs will be automatically registered with the receiving schools; however, DLs without LRN will be helped in retrieving their LRN, but in the event of inability to access the LRN after exhausting all means; the said DLs will be recommended to take the Philippine Examination for Placement Test (PEPT) to place them in the appropriate grade level.

Moreover, there will be an issuance of a memorandum to track the details, i.e. age, previous school attended, and whether public or private type, of all DLs (including BRAC category). Also, she noted that there will be no deadline for registrations of DLs in accordance to the principle of access of the K-12 Curriculum; however, receiving schools are enjoined to adapt Flexible Learning Options/Alternative Delivery Mode strategies in instruction for late DLs registrants.

SDS from Lanao del Sur clarified to the extent of applicability of the agreements.

DepEd ARMM Asec. Pajiji clarified that same guidelines could be applied for the mainstreamed/integrated DLs; however, a separate discussion for those who are still in TLSs will have to be made. Moreover, Director Co shared that a separate meeting for DepEd ARMM's specific concerns is being set.

RD Farnazo recommended that DepED ARMM could make the earlier agreements as reference to their internal guidelines for receiving schools within their AOR.

Director Co asked for the consensus of the body for the highlights in the earlier discussion.

SDS Tartola clarified how the agreements will be communicated to the concerned individuals. The body agreed that the SDS of the receiving division and SDS of Marawi City Division will call for meeting with their receiving principals and deployed teachers, respectively, to discuss the consensus made. Director Co concurred with SDS Tartola that the messaging should be kept uniform.

Highlights of the Discussion on the Marawi City Siege Evolving Issues and Concerns:

Status of Displaced Learners (DLs) from Marawi City Division (MCD)

- All DLs in the receiving schools will be considered as official and regular students of the Division/Region, then they will be treated as transferees with their card (form 138) if they choose to return to MCD (once available)
 - Principal of receiving schools will sign report cards
- Use latest Learner Information System (LIS) DepEd policy as basis for registration and use DM 98, s. 2017 as basis of accepting DLs for late registration
 - Use Learner Reference Number (LRN), if available, as reference/official documents for enrolment of DLs;
 - If LRN and other official documents are not available and cannot be found after exercising all necessary efforts, said learners should be recommended to take PEPT for them to be placed in the appropriate grade level;
 - Set a help desk for registration of DLs to ease the process of retrieving their profile; and,
 - Request BEA to administer special PEPT for DLs (DRRMS to draft formal request).
- Get complete information including age and what school they came from (private and public schools) as well as BRAC learner classification
 - Draft memorandum circular on getting learner level data from all receiving schools and submit to DRRMS
- No deadline will be set for registration
 - Division Offices (DOs), District Offices and Schools should administer local initiatives like clustering/grouping of late registrants and utilization of ADMs, ALS, etc. as deemed necessary
 - Only for DLs and not for all late registrants; and,
 - Planning Officers of concerned DOs will clean data and submit to DRRMS.
- All funding needs (cards, exam questionnaires, etc.) will be taken from receiving schools/DOs but DRRMS will explore possibility of requesting for additional MOOE for receiving schools (especially with large number of DLs)
 - Request for funding for transportation of deployed teachers (ARMM has already provided 250K to affected DOs in ARMM)

Status of Deployed Teachers (DTs) from Marawi City Division (MCD)

- Steps for teacher deployment request:
 - Principal will request for deployment of teacher/s to the receiving DO and DO will transmit the request to respective RO;
 - Receiving SDO should include in their request to DepEd-ARMM the specific school for deployment so the distance between MCD teachers' current address compared to possible assigned area may be factored
 - RO will validate the request depending on the number of DLs before transmitting to DepEd-ARMM;
 - DepEd-ARMM, through the SDS of MCD as representative of the DepEd-ARMM Secretary, will release the deployment papers of the MCD teacher;
 - DepEd-ARMM, through the SDS of MCD, will transmit to requesting RO and RO will provide requesting DO a copy of the documents;
 - Receiving SDS will provide a notice of assignment to the teacher/s to be deployed and transmit a copy to the receiving school;
 - Minimum requirement for deployment of teachers is a certification provided by DRRMS that the teacher has undergone PFA
 - Deployed teachers will present notice of assignment to the principal of the receiving schools;
- Supervision of DTs (instructional) will be handled by receiving schools (the existing systems and protocols in receiving schools will be followed)
 - However, receiving schools are reminded to allow a certain level of flexibility in time, i.e. communal prayer time for Muslims during Friday, etc.
- Monitoring by MCD should be maintained to ensure compliance of their DTs

On the Effectivity and Scope of the Agreements

- **The policy to be drafted will not cover receiving schools in DepEd-ARMM as there needs to be a separate policy due to difference in circumstances,** however, it is recommended that the policy to be drafted be used as reference of DepEd-ARMM for receiving schools within its AOR
 - Separate discussion/meeting will be held to finalize the policy specific to DepEd-ARMM
- Two (2) Meetings will be held, one (1) for principals of receiving schools with their respective SDS while the other is between the DTs and the SDS of MCD for briefing on the policy once finalized;

Note: Rappler Media Team covered the start of the meeting as permitted by the body.

1 LETTERHEAD

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3 **DEPLOYMENT ORDER**

4 _____
5 Date
6 _____
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10 Dear _____:

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12 You are hereby advised of your deployment to the Division of
13 _____

14
15 Please present yourself to the Schools Division Superintendent of that Division
16 who in turn shall provide you with the school specific deployment through a Notice
17 of Assignment.

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19 Upon compliance of the same, kindly furnish this Office a copy of the Notice
20 of Assignment and Certificate of First Day of Service from that school.

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22 Thank you.

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25 Very truly yours,

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28 _____
29 Signature over printed name of
30 Schools Division Superintendent
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1 LETTERHEAD

2 _____
3 **NOTICE OF ASSIGNMENT**

4
5 _____
6 Date
7 _____
8 _____
9 _____

10
11 Dear _____:

12
13 Please be advised of your specific deployment to _____
14 (Name of School) in the Division of _____.

15
16 You are to present yourself to the school head of that school who shall in turn
17 issue your Certificate of First Day of Service and furnish this Office upon receipt of
18 the same.

19
20 Thank you.

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23 Very truly yours,

24
25
26 _____
27 Signature over printed name of
28 Schools Division Superintendent
29
30