



Republic of the Philippines
Department of Education

Office of the Undersecretary
Planning, Field Operations, BHROD and ICO

17 March 2020

ADVISORY

1. This in in reference to the DepEd Order 11, s. 2018 "Guidelines on the Preparation and Checking of School Forms."
2. For every End of School Year, the Department prescribes the standard process and protocols in preparation, evaluation and updating of school forms to ensure quality and timeliness school reports and reliable learner information.
3. The checking of School Forms require teachers and supervisors to come together in one place and do the checking forms.
4. In compliance to the directives of the President, and the Memorandum issued by the Executive Secretary entitled " Community Quarantine over the entire Luzon and further Guidelines for the Management of the Corona Virus Disease 2019 (COVID-19) Situation" dated March 16, 2020, and in accordance with DepEd Memorandum No. 42, s. 2020 entitled "Guidelines on the Alternative Work Arrangements in the Department of Education in Light of the COVID-19 Stringent Social Distancing Measures", the Department through the Planning Service hereby **postpone** all scheduled activities on actual face to face checking of school forms, nationwide.
5. If feasible in your respective area, checking committee may use the following alternative ways on checking of school forms: i. Online Checking of School Forms (anny messaging platforms), ii. Teleconferencing through Microsoft Teams, iii. DepEd Commons and the like and iv. Other alternative means available in the area.
6. The Division **ITO** shall provide necessary remote technical support that will allow teachers and supervisors to do the checking of school forms . However, if all alternative means of checking is not possible, postponement is reccommended, and shall commence once the health emergency is lifted.
7. Bottom line is, everyone must stay indoor to help the government flatten the spread of virus.
8. Should you have any clarifications or inquiries, kindly contact the Office of the Director at email address ps.od@deped.gov.ph.
9. Thank you very much.


JESUS LR MATEO
Undersecretary