



## **PSHS System Continuity of Operations Plan for School Year 2020-2021**

1. Teachers are to report for work starting 3 August 2020 to prepare learning resource materials.
2. Temporary Intercampus transfers will be allowed provided, it will be for one (1) school year only. Scholars may apply for temporary intercampus transfer to a campus nearest to their residence while the country is dealing with COVID-19.
3. Bridging programs will be conducted in August using alternative modalities.
4. Opening of School Year 2020-2021 will be on 24 August 2020. Online orientation per campus will be conducted for parents and scholars from Grades 7-12 from 24 – 28 August 2020.
5. Actual classes and monthly stipends will start on 1 September 2020.
  - a. Mode of Delivery:
    - Flexible learning by means of reporting to the campus on a fifty percent (50%) capacity in a four (4)-week cycle for all campuses which will only be implemented once the Enhance Community Quarantine (ECQ), Modified Enhanced Community Quarantine (MECQ) and General Community Quarantine (GCQ) will be lifted by the government thru the Inter-Agency Task Force on Emerging Infectious Diseases (IATF-EID).

PSHS-Main Campus (MC) opt to have the fifty percent (50%) capacity with two (2) days face to face meetings, and three (3) days home study setting, considering their given situation.

The groupings of scholars are shown in Table 1 and a sample academic calendar is shown in Table 2.

Under this arrangement:

- Mass testing is extremely encouraged.
  - Campuses except for PSHS-MC will encourage scholars to stay in the dormitories while in school.
  - Each class will be limited to up to twenty (20) students for face-to-face setup. Social distancing will be observed inside or outside of the classroom.
  - Assessment will be performed in school.
  - Scholars will be given modules and textbooks before they go home for the duration of (4)-week cycle.
  - During home study, subject teachers will have at least fifteen (15)-minute online consultations scattered throughout the week per subject.
- In the event that such quarantine restrictions will remain, scholars will not be required to report to the campus. Different modalities in delivering lessons and assessment will be employed as follows:
    - a. Online learning;
    - b. Learning modules in printed or electronic copies;
    - c. Combination of (a) and (b).

b. Curriculum

- The PSHS System Executive Committee (EXECOM) projects that with the proposed alternative instruction deliveries, the curriculum needs modification with respect to coverage and assessment. Curriculum for each subject is being reviewed to determine the critical and most important desired learning competencies to focus with respect to college readiness standards. External Consultants are being hired to review and provide input on how to effectively shorten the shortened curriculum and to submit such output by 27 May 2020.
- Co-curricular activities /programs such as science fairs, alternative learning activities (ALA), educational camps and other mass gatherings are cancelled. Student Immersion Program (SIP) or student internship will be postponed until next school year.
- Only core and specialization subjects will be offered.
- Online educational platform will be made available for students and teachers.

c. Class Attendance

Attendance while reporting in school shall be monitored and counted, however, students may be excused from classes if travel to and from his/ her residence is restricted by LGUs or by the IATF. Scholars will be marked full attendance during learning from home.

d. Education Support Services

- PSHS shall ensure a safe and conducive learning environment by preparing guidelines and decontamination procedures, such as constructing areas with proper ventilation, floor markers to maintain social distancing, COVID-19 symptom screening upon entering the premises, use of plastic dividers on tables/seats, requiring the use of face masks, observing proper hygiene, among others.
- Students who do not have their own laptop, tablet or smart phone will be provided with one along with internet access tools subject to availability of such resources by the campus. If the resources of school is insufficient to meet the demand, then, printed materials will be provided to students instead.
- Mobile load allowance for communication or access to internet will be given to students, subject to availability and capacity of the campus, as well as arrangements by PSHS with internet service providers.
- Guidance Services shall be made available and accessible to all scholars via face-to-face, teleconferencing, messages via e-mail, text, private messages, and all other means of communication.
- Identification of vulnerable students to provide additional support and services.

e. Professional Development

- Professional development for teachers and parents are being identified to support learners in the new modality of instruction. Some of the trainings that will be conducted are:
  - Safe and proper use of computers and online tools to safeguard scholars and ensure their well-being and proper mental health development as well as provide protection from online threats to minors;
  - Preparing online instruction modules;

- Effective ways of tutoring scholars at home.
  
- f. Enhanced Communications
  - A separate tab in the PSHS website will be created for this school year, especially in addressing COVID-19.
  
  - Communication allowance to scholars and staff will be provided.
  
  - Increase familiarization to the learning platform for students and teachers (email and Learning Management System (LMS)).
  
- g. Additional Resources
  - People, Facilities and Data/Information are required by campuses and the PSHS System-Office of the Executive Director (OED) to minimize disruptions under new normal operations and to comply with the Department of Health (DOH) minimum health standards and protocols.
  
- h. A summary of the Continuity Operations Plan may be viewed in:  
<https://drive.google.com/drive/folders/1lrwUvgdwL1hxMmf0XK10WXcEmHonMeH4>
  
- i. Operations for School Year 2020-21 may deviate from the established procedures, guidelines provided for in the Quality Management Manuals, Curriculum and Instruction Manual, Student Support Services Manual, Student Affairs Manual and System Manual.

Table 1. Grouping and Reporting Cycle of Students by Campus

	<b>Campus</b>	<b>Group A (Grade Levels, include Grade 12)</b>	<b>Group B (Grade Levels)</b>	<b>Reporting Cycle (include unit of measure, e.g. 2 weeks or 2 days; if days specify the reporting days</b>	<b>Will students be allowed to go home while reporting in school? Respond with Yes or No</b>
1	IRC	10, 11, 12	7, 8, 9	4 weeks	No
2	CVC	10, 11, 12	7, 8, 9	4 weeks	No
3	CARC	10, 11, 12	7, 8, 9	4 weeks	No, except for non-dormers
4	CLC	7, 11,12	8, 9, 10	4 weeks	No
5	MC	Half of all grade levels	Half of all grade levels	2 days face-to-face, 3 days home study	Yes
6	CALABARZON	8, 10, 12	7, 9, 11	4 weeks	No
7	MRC	half of G7-11	half of G7-11	4 weeks	No, except those from Odiongan and 3 neighboring towns
8	BRC	8, 10, 12	7, 9, 11	4 weeks	No, except those residing in Goa (if it remains COVID-free)
9	WVC	8, 10, 12	7, 9, 11	4 weeks, but CID requests only 1-2 days face to face then 2 weeks off home study before returning to another 1-2 days face to face meeting	No, except for those from the city
10	CVISC	10, 11, 12	7, 8, 9	4 weeks	No for dormers
11	EVC	10, 11, 12	7, 8, 9	4 weeks	No (remarks: Plan A is all will stay for 2 weeks including weekend. Plan B is to allow those scholars within Palo and Tacloban Area to go home)
12	ZRC	9, 10, 11	7, 8	4 weeks	Yes, for those who will not opt to stay at the dormitory. Dormitory will be offered to all, required for those taking public transport.
13	CMC	10, 11, 12	7, 8, 9	4 weeks	Yes
14	SMC	8, 10, 12	7, 9, 11	4 weeks	Yes
15	SRC	10, 11, 12	7, 8, 9	4 weeks *blended learning	No
16	CRC	10, 11, 12	7, 8, 9	4 weeks	Yes

Table 2. Sample PSHS Academic Calendar under Approved Arrangement

Activity	Group A			Group B		
	Start Date	End Date	Remarks		Start Date	End Date
Opening of Classes	1 Sept			Opening of Classes	14 Sept	
Learning In School	1 Sept	11 Sept		Learning In School	14 Sept	25 Sept
Learning At Home	14 Sept	25 Sept		Learning At Home	28 Sept	9 Oct
Learning In School	28 Sept	9 Oct		Learning In School	12 Oct	23 Oct
NCE APPLICATION DEADLINE FROM PRIVATE SCHOOLS	30 Sept					
NCE APPLICATION DEADLINE FROM PUBLIC SCHOOLS	7 Oct					
Learning At Home	12 Oct	23 Oct		Learning At Home	26 Oct	6 Nov
Learning In School	26 Oct	6 Nov	May go home after the exam on Oct 30 till Nov 1, 2020	Learning In School	9 Nov	20 Nov
First Quarter Exam	28 Oct	30 Oct	First quarter - 44 days	First Quarter Exam	11 Nov	13 Nov
Learning At Home	9 Nov	20 Nov		Learning At Home	23 Nov	4 Dec
Learning In School	23 Nov	4 Dec		Learning In School	7 Dec	18 Dec
Learning At Home	7 Dec	18 Dec		Christmas Break	19 Dec 2020	3 Jan 2021
Christmas Break	19 Dec 2020	3 Jan 2021		Learning At home	4 Jan 2021	15 Jan 2021
Learning In School	4 Jan 2021	15 Jan 2021		Learning In School	18 Jan 2021	29 Jan 2021
2ND QUARTER	13 Jan	15 Jan	2nd Quarter - 45 days	2ND QUARTER	20 Jan	22 Jan
				Suggested 2nd quarter exam	27 Jan	29 Jan
Learning At Home	18 Jan	29 Jan		Learning At Home	1 Feb	12 Feb
Learning In School	1 Feb	12 Feb		Learning In School	15 Feb	26 Feb
Learning At Home	15 Feb	26 Feb		Learning At home	1 Mar	12 Mar
Learning In School	1 Mar	12 Mar		Learning In School	15 Mar	26 Mar
Learning At Home	15 Mar	26 Mar		3rd Quarter exam	24 Mar	26 Mar
Learning In School	29 Mar	9 Apr	May go home after exam on March 31 till April 4			
3rd Quarter Exam	29 Mar	31 Mar	3rd quarter ends March 26- 50 days	Learning At Home	29 Mar	9 April

Maundy Thurs & Good Friday	1 Apr	2 Apr		Maundy Thurs & Good Friday	1 April	2 April
				Learning In School	12 April	23 April
Learning At Home	12 Apr	23 Apr		Learning At Home	26 April	7 May
Learning In School	26 Apr	7 May		Learning In School	10 May	21 May
Learning At home	10 May	21 May		Learning At Home	24 May	4 June
Learning In School	24 May	4 Jun	4th quarter- 48 days	Learning In School	7 June	18 June
4th Quarter Exam	2 Jun	4 Jun		4th Quarter Exam	June 16	18 June
Graduation	14 Jun	30 Jun				