

Republic of the Philippines
Department of Education
 REGION II – CAGAYAN VALLEY
 SCHOOLS DIVISION OF NUEVA VIZCAYA

21 September 2020

DIVISION MEMORANDUM
 No. 208, s. 2020

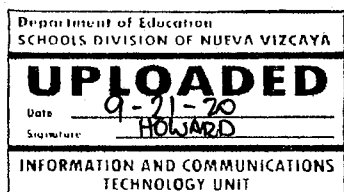
GUIDELINES ON THE RESPONSE ACTIONS TO PREVENT THE SPREAD OF COVID-19 IN THE WORKPLACE

To: Office of the Assistant Schools Division Superintendent
 School Governance and Operations Division Chief
 Curriculum Implementation Division Chief
 Public Schools District Supervisors/District In-Charge
 Public and Private Elementary and Secondary School Heads
 All others concerned

1. Amidst the current challenges that the COVID-19 pandemic has caused the country, this office remain steadfast to its commitment in ensuring the safety of the learners, teaching and non-teaching personnel in the “new normal”.
2. To ensure coordinated efforts in preventing the spread of COVID-19 in the workplace, the COVID-19 Division Taskforce issues this interim guideline to provide direction to all Division Office personnel. The district offices and schools are likewise encouraged to adopt applicable provisions in their areas of responsibility.
3. The guideline is consistent with issuances by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF) and memorandum circulars by the Civil Service Commission.
4. For information, guidance and strict compliance.

References:

- DepEd Order No. 14, s. 2020
- DepEd Memorandum No. 011, s. 2020
- DepEd Memorandum#015, s. 2020
- CSC MC No. 08, s. 2020
- SDO Nueva Vizcaya COVID-19 Contingency Plan



RACHEL R. LLANA PhD, CESO VI
 Assistant Schools Division Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent



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Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

**GUIDELINES ON THE RESPONSE ACTIONS TO PREVENT THE SPREAD OF COVID-19
IN THE WORKPLACE**

Pursuant to the activation of the COVID-19 Contingency Plan of the Division Office and in line with the increasing COVID19 cases in the province, the following guidelines are hereby adopted to manage the prevention and/or lessen the spread of COVID-19 infection within the workplace. This further ensures that the division office personnel are informed on how to act appropriately given specific trigger situations and to enjoin everyone to help in mitigating or reversing possible harmful effects of the COVID-19 Pandemic.

I. Purpose

These guidelines shall provide for the interim procedures in response to specific triggers related to COVID-19 infection such as but not limited to expansion of members of the COVID-19 Division Taskforce, its roles and responsibilities, COVID-19 precautionary measures, self-quarantine, contact tracing and disinfection. Further, these reiterate the importance of working together as a team to prevent the spread of COVID-19 infection in the workplace.

II. Scope

The guidelines apply to all employees of the Division Office (DO) regardless of status of employment.

The district offices and schools are hereby encouraged to adopt applicable provisions of these guidelines whenever they see fit.

III. Guidelines

1. It is the responsibility of each employee to ensure that he/she employs all necessary precautionary measures to prevent the spread of COVID-19 infection in the workplace.
2. It is the responsibility of the employee to declare personal or official travels to areas outside of Region 2 and possible exposure to a locally stranded individual (LSI), Overseas Filipino Worker, a confirmed COVID19 patient and to individuals coming from areas with high incidence of COVID19 cases.
3. Any personnel who feels sick or exhibits signs and symptoms of COVID19 such as but not limited to fever, cough or colds, headache, loss of taste and/or smell, difficulty of breathing or has been exposed to person/s or individuals as stated in no. 2, must immediately inform his/her supervisor, seek immediate medical attention and/or go on self-quarantine either in the home or in an LGU managed quarantine facility as deemed necessary upon the advice of the municipal health officer or any licensed government hospital (refer to enclosure 1).



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4. The immediate supervisor shall refer to the School Health Section/Nurse-in-Charge for appropriate action.
5. Any personnel who will travel outside of Region 2 shall inform and submit a photocopy of the Health Declaration Certificate and approved Travel Authority to the Monitoring and Evaluation Committee/Nurse-in-Charge prior to the scheduled travel (except for emergency travels) and upon return from said travel, the employee shall;
 - 5.1. Subject himself to Rapid Antibody Test or RT-Polymerase Chain Reaction (RT-PCR) or swab test whichever is recommended by the Municipal Health Officer or any licensed government or private physician.
 - 5.2. Upon the issuance of an Office Order by the office of the Administrative Officer V, undergo the 14 days self-quarantine or as required by the Local Government Unit (LGU) either at home or LGU-managed quarantine facility whichever is applicable and compliant to the existing IATF guidelines.
 - 5.3. Upon return to the Office, the employee shall submit the result of the test showing a “negative result” and the Certificate of Quarantine Completion from the LGU. If the result turns out positive, the employee shall comply with necessary protocols instituted by the Municipal Health Office (MHO)/LGU.

**If travel was for urgent reasons, the provisions above still apply.*

**Refer to enclosures 2 and 3*
6. The provisions under Civil Service Commission Memorandum Circular No. 08, 2020 re: Revised Interim Guidelines on the Use of Leave Credits for Absences Due to Quarantine and/or Treatment Relative to the Coronavirus Disease-2019 (COVID-19) shall apply to personnel availing leave privileges for absences incurred in relation to the required period of quarantine and/or treatment relative to COVID-19.
7. During the course of the 14-day self-quarantine, the school health personnel shall conduct online or via SMS monitoring on the employee’s progress and shall document the same for reporting to the Taskforce Chairperson.
8. If any employee has been found to have not complied with the guidelines set herein, the immediate supervisor shall inform him/her of the violation and the contact tracing team is activated. An Office Order in relation to the result of the contact tracing shall be issued and disseminated ONLY by the designated functional division’s authorized communication officer to the concerned employee.
9. In conducting contact tracing at the Division Office, the following shall be observed;
 - a. The contact tracing shall be carried by the identified team composition.
 - b. The team is expected to exercise all necessary tact and care in the dispense of their roles and responsibilities as specified above using the Contact Tracing Form.
 - c. During contact tracing process, the concerned employee shall respond to inquiry/ies by the assigned team in the conference hall where confidentiality is guaranteed and physical distancing is observed.
 - d. Results of the contact tracing shall be communicated to the Taskforce Chairperson for appropriate action such as but not limited to the preparation of the Office Order by the office of the Administrative Officer V and to be disseminated by the functional division’s authorized communication officer.



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- e. Employees identified as direct contacts shall undergo the mandatory 14 days self-quarantine and shall be monitored by the school health section during this period. If the signs and symptoms manifest within the quarantine period, the second level contact may be ordered by management to undergo the 14 days quarantine as well.

10. The Office of the Schools Division Superintendent through the Accounting and budget Unit may explore possible sources of funds to augment expenses for the rapid test or swab test of the employee/s.

11. Failure to follow guidelines specified herein resulting to endangering the health and safety of the other employees/workplace and the public may result to possible civil and/or administrative liability.

IV. Public Service Continuity at the Division Office

The Division Office shall continue to deliver essential services and prioritize programs/activities/projects implementation while strictly observing the minimum health protocols. The alternative work arrangements shall be adopted consistent to the guidelines set by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF) and circulars by the Civil Service Commission. The employee shall report to Office according to the submitted schedule of Skeleton Workforce unless required for urgent concern to attend to that he/she may beyond submitted schedule. A Memorandum for any change is issued to this effect.

Each functional division shall ensure the order of succession and delegation of authority through the issuance of designation order as deemed necessary.

V. Composition and Functions

The COVID-19 Division Taskforce is composed of the following:

Chairperson: **Rachel R. Llana PhD, CESO VI**
Schools Division Superintendent

1. Activates the task force through an issuance of a Memorandum or through an orientation on the roles and responsibilities;
2. Facilitates communication of all policy issuances and approves localized guidelines relative to COVID-19;
3. Oversees the implementation and updating of the Contingency Plan;
4. Ensures that assigned tasks are carried out by each member;
5. Responds to media interviews and issues official press releases;
6. Coordinates with the Provincial COVID19 Inter-Agency Task Force (PIATF) and other government and non-government agencies, as the need arises;
7. Reports to the Regional Director.

Co-Chairperson: **Mary Julie A. Trus, PhD, CESE**
Assistant Schools Division Superintendent

1. Works together with the Chairperson and shall assume the roles and responsibilities in the absence of the former;
2. Recommends approval of policy guidelines in relation to COVID-19.



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| Committee | Tasks |
|---|---|
| <p data-bbox="150 163 539 223">Information, Education and Communication Committee</p> <p data-bbox="150 256 643 349">Lead: Romulo S. Ancheta PhD Chief, School Governance and Operations Division (SGOD)</p> <p data-bbox="150 504 694 564">Deputy Lead: Melany A. Asuncion, PhD EPS, SGOD</p> <p data-bbox="150 754 289 780">Members:</p> <p data-bbox="247 785 480 811">DIVISION LEVEL</p> <p data-bbox="247 816 609 898">Maria Theresa B. Iglesia, Project Development Officer II/ DRRM Coordinator</p> <p data-bbox="247 982 682 1037">Pink Euria L. Montano, Information Technology Officer I</p> <p data-bbox="247 1358 575 1415">Marianne C. Eugenio, PhD SEPS, HRD</p> <p data-bbox="247 1535 565 1590">Roscoe N. Gacusana, EdD SEPS, SMAN</p> <p data-bbox="247 1820 748 1875">Nurses and Dental Staff of the School Health Section</p> <p data-bbox="247 1897 537 1924">Hazel B. Arreo, Nurse II</p> | <p data-bbox="771 256 1002 283">Committee Lead</p> <p data-bbox="771 287 1433 471">a. Ensures that the tasks assigned for the Information, Education and Communication Committee are carried out. b. Establishes the coordination, interfacing and reporting mechanism within the division office. c. Reports directly to the Chairperson.</p> <p data-bbox="771 504 948 530">Deputy Lead</p> <p data-bbox="771 535 1433 718">a. Assists the committee lead in ensuring that the tasks are being carried out. b. Assumes the task of the committee lead in his absence. c. Performs other tasks as may be assigned by the committee lead.</p> <p data-bbox="771 754 1007 780">DIVISION LEVEL</p> <p data-bbox="771 816 1407 875">Project Development Officer II (PDO2)/DRRM Coordinator</p> <p data-bbox="771 880 1415 937">a. Ensures timely dissemination of policies and guidelines related to COVID19 from all levels.</p> <p data-bbox="771 973 910 999">IT Officer</p> <p data-bbox="771 1004 1433 1307">a. Ensures the availability and stability of internet connectivity at the office and even when personnel in charge of reporting is on work from home during report submission and when the chair/vice chairpersons including the committee leads need important information. b. Assists in the dissemination of information through DO website and in other media platforms.</p> <p data-bbox="771 1342 1418 1402">Senior Education Program Specialist – Human Resource Development (SEPS-HRD)</p> <p data-bbox="771 1406 1433 1490">a. Provides technical assistance in ensuring the appropriateness and of the modes of delivery of information dissemination.</p> <p data-bbox="771 1526 1402 1586">Senior Education Program Specialist – Social Mobilization and Networking (SEPS-SMAN)</p> <p data-bbox="771 1590 1433 1774">a. Facilitates the preparation of official information for press release by the chairperson/SDS. b. Coordinates with media partners for proper information, dissemination and communication.</p> <p data-bbox="771 1809 1433 1835">School Health Section: Nurses and Dental Staff</p> <p data-bbox="771 1862 1433 1920">a. Orients division personnel on COVID-19 matters.</p> |



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Lovelyn C. Cambaliza, Nurse II
Icarus S. Canam, Nurse II
Ronald D. Guevara, Nurse II
Wilson D. Hindac, Nurse II
Mary Hazel Jeane A. Nazarro, Nurse II
Julius Michael R. Panganiban, Nurse II
Marilou C. Roderos, Nurse II
Jennifer D. Sano, Nurse II
Rudy S. Agustin, Nurse II – Nurse In Charge
Marilou C. Roderos, Nurse II
Epifania Tumaliuan, Dentist II – Dentist-in-Charge
Madonna V. Zarate, Dentist II
Amante D. Afan, Dental Aide
Brian Caesar T. Macababbad, Dental Aide
Rodolfo G. Marinas Jr, Dental Aide
Marvin O. Quiambao, Dental Aide

SCHOOL LEVEL

All Secondary School Nurses

Herminia B. Basilio, Nurse II
Rose Lourdes C. Bautista, Nurse II
Mary-ann Cabangon, Nurse II
Trixia Maureen D. Cabatin, Nurse II
Rosie D. Dacumos, Nurse II
Shairuz Caesar B. Dugay, Nurse II
Revelita D. Lamsis, Nurse II
Ben Clarion R. Llantada, Nurse II
Mary Jane M. Paguirigan, Nurse II
Elvie A. Ranchez, Nurse II
Ali A. Vilar, Nurse II

School Health Section Personnel

Hazel B. Arreo, Nurse II
Lovelyn C. Cambaliza, Nurse II
Icarus S. Canam, Nurse II
Ronald D. Guevara, Nurse II
Wilson D. Hindac, Nurse II
Mary Hazel Jeane A. Nazarro, Nurse II
Julius Michael R. Panganiban, Nurse II
Marilou C. Roderos, Nurse II
Jennifer D. Sano, Nurse II
Madonna V. Zarate, Dentist II
Amante D. Afan, Dental Aide
Brian Caesar T. Macababbad, Dental Aide
Rodolfo G. Marinas, Jr, Dental Aide
Marvin O. Quiambao, Dental Aide

b. Collates health situation reports from the schools and upon approval of the chairperson, transmit said report to the Bureau of Learner Support Services – School Health Division (BLSS-SHD) and regional office with copy furnished to Disaster Risk Reduction and Management Service (DRRMS) and the Local Chief Executive and the Municipal/Rural Health Unit (refer to Enclosure No. 9 of DepEd Memo No. 015, s. 2020) thru the Office of the Schools Division Superintendent.

SCHOOL LEVEL

All Secondary School Nurses and School Health Section Personnel

- a. The School Head together with school nurses and the school DRRM team shall;
 - Activate the School DRRM Team or the School Task Force on COVID-19;
 - Orient the learners and personnel on COVID-19;
 - Perform tasks as specified in DepEd Memorandum#015, s. 2020 enclosure No. 3.
- b. Coordinate with the Division Taskforce on the necessary activities for implementation in the Contingency Plan.
- c. Coordinate with the Municipal Health Office (MHO) and other health agencies relative to COVID-19 matters.
- d. Disseminate policies, guidelines and procedures to the personnel.

Monitoring and Evaluation Committee

Lead: Evelyn V. Ramos

Chief, Curriculum Implementation Division

Deputy Lead: Macrino A. Raymundo, PhD
 EPS – MAPEH/ALS

Committee Lead

- a. Ensures proper monitoring of school level compliance on readiness, safety, minimum health protocols and alternative delivery modes.
- b. Oversees the implementation of the monitoring committee.
- c. Ensures that the contact tracing team maintains confidentiality of information.
- d. Recommends policy enhancement based on M & E results.

Deputy Lead:



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Members

DIVISION LEVEL

Education Program Supervisors

- Phoebe V. Acojido, PhD**
EPS, Kindergarten/Private Education
- Nimfa Norie A. Aquino, PhD**
EPS, Mathematics
- Dindo John H. Moreno, PhD**
EPS, English
- Roger S. Sebastian, PhD**
EPS, Filipino
- Maricel S. Franco, PhD**
EPS, Science
- Orlando D. Vicente, PhD**
EPS, TLE/SHS
- Rayda Joy C. Calansi**
EPS,ESP
- Ma. Concepcion Absalon, PhD**
EPS, Araling Panlipunan
- Bermelita E. Guillermo, PhD**
EPS, LRMS

Nolimar M. Navarro, EdD
SEPS – SMME

School Health Section Personnel

Rudy S. Agustin, Nurse II - Nurse In Charge
Epifania Tumaliuan, Dentist II – Dentist-in-Charge

- a. Assists the committee lead in the ensuring that the tasks are being carried out.
- b. Assumes the task of the committee lead in her absence.
- c. Performs other tasks as may be assigned by the committee lead

DIVISION LEVEL

Education Program Supervisors (EPS)

- a. Monitor of school level compliance on readiness, safety, minimum health protocols and alternative delivery modes.
- b. Submit reports to the chairperson thru the committee lead. Report should include findings and recommendations.
- c. Perform other tasks as may be assigned.

Senior Education Program Specialist – School Management, Monitoring and Evaluation

- a. Provides technical support to the Education Program Supervisors (EPS) in the monitoring on school compliance to readiness, safety, minimum health protocols and alternative delivery modes such as but not limited to the development of the monitoring tool.

School Health Personnel – Nurse In charge and Dentist In Charge

- a. Report to the Committee Lead and deliberate cases with Division COVID-19 Task Force.
- b. Ensure compliance of personnel on the minimum health standards within the DO.
- c. Refer/Report cases to Municipal Health Office.
- d. The nurse-in-charge assigns a division nurse to regularly monitor the personnel's progress who is under home quarantine, in the event that a personnel from the division office is a probable or suspect COVID-19 individual (PUM/PUI).
- e. Refer to Barangay Health Emergency and Response Team (BHERT)/Municipal Health Office if client manifest signs and symptoms.



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Contact Tracing Teams

Team 1 : Marilou C. Roderos
Jenilyn T. Roda
Lovelyn Cambaliza

Team 2: Rudy S. Agustin,
Hazel A. Nazarro
Ma. Concepcion Absalon

Team 3: Icarus Canam,
Julius Panganiban
Wilson Hindac

SCHOOL LEVEL

PSDSs/DICs

Hilda Aragon – Alfonso Castaneda
Arnel Panganiban – Ambaguio
Lina Pal-ec – Aritao 1
Wilhelmina Castro – Aritao 2
Imelda Moreno – Bagabag 1
Cecinia Manzano – Bagabag 2
Alano Mendoza – Bambang 1
Merlyn Abat – Bambang 2
Edward M. Santiago – Bayombong 2
Cesario C. Mariano – Bayombong 1
Loreto Alaman – Diadi
Josie Conde – DDN2
Rosie Calacala – DDN1
Roland Mabitasan – DDS
Maria Olivia Brazil – Kasibu East
Marlon Butay – Kasibu West
Dolores Catanauan – Villaverde
Onofre Molina – Kayapa East
Arnel Batalla – Kayapa West
Singasing Valdez – Quezon
Dolores Baguidudol/Allan Paclit – Sta. Fe
Marivic Bacud – Solano 1
Monalisa Cabato – Solano 2

School Health Section Personnel

Hazel B. Arreo, Nurse II
Lovelyn C. Cambaliza, Nurse II
Icarus S. Canam, Nurse II
Ronald D. Guevara, Nurse II
Wilson D. Hindac, Nurse II
Mary Hazel Jeane A. Nazarro, Nurse II

- f. Report cases gathered from the DO and school nurses to the Chairperson after consultation with the lead.
- g. Represent the office during meetings called for by the Provincial COVID-19 Inter Agency Task Force upon instruction of the chairperson.

School Health Section Personnel

- a. Report cases to Nurse In-Charge.
- b. Follow-up cases of personnel under quarantine through SMS/Messenger.
- c. Report to Nurse In-Charge on the results of the follow-up.

Contact Tracing Teams

- a. Conduct contact tracing if the situation warrants within the division office;
- b. Submit report of contact tracing to the chairperson, copy furnish the Monitoring Committee Lead.
- c. Ensure the confidentiality of data among COVID-19 suspects/probable personnel.

SCHOOL LEVEL

Public Schools District

Supervisors(PSDSs)/Districts In Charge (DICs)

- a. Oversee and ensure compliance of schools on the readiness, safety, minimum health protocols and alternative delivery modes at the district level.
- b. Attend meetings called for by the Municipal Health Board or the Municipal COVID-19 Inter-Agency Task Force.

School Nurses and School Health Section Personnel

- a. Ensure compliance of schools as enumerated in DepEd Memo No. 015, s. 2020 enclosure No. 3.
- b. Follow-up reported cases from School Head



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| <p>Julius Michael R. Panganiban, Nurse II Marilou C. Roderos, Nurse II Jennifer D. Sano, Nurse II Madonna V. Zarate, Dentist II Amante D. Afan, Dental Aide Brian Caesar T. Macababbad, Dental Aide Rodolfo G. Marinas, Jr, Dental Aide Marvin O. Quiambao, Dental Aide</p> <p>All Secondary School Nurses Herminia B. Basilio, Nurse II Rose Lourdes C. Bautista, Nurse II Mary-ann Cabangon, Nurse II Trixia Maureen D. Cabatin, Nurse II Rosie D. Dacumos, Nurse II Shairuz Caesar B. Dugay, Nurse II Revelita D. Lamsis, Nurse II Ben Clarion R. Liantada, Nurse II Mary Jane M. Paguirigan, Nurse II Elvie A. Sanchez, Nurse II Ali A. Vilar, Nurse II</p> | <p>c. Submit report to Nurse In-Charge especially updates on COVID19 related cases where school personnel and learners are involved.</p> <p>d. Coordinate/inform the Municipal Health Office for proper management and the BHERT for parallel monitoring if the situation warrants.</p> <p>e. Follow-up/monitor cases where school personnel and learners are involved.</p> |
| <p>Logistics Committee Lead: Maritess E. Vidad Administrative Officer V</p> <p>Deputy Lead: Gaye D. Castillo Administrative Officer IV</p> <p>Members: Jeassel J. Alayu Administrative Officer V</p> <p>Emerson Balut, CPA Accountant III</p> | <p>Committee Lead</p> <p>a. Ensures that needed logistics such as but not limited to funds, hygiene supplies (disinfectant and soap for handwashing) are made available on time to personnel and visitors at the DO.</p> <p>b. Ensures and monitors proper conduct of the weekly disinfection of the division office by the division disinfection team.</p> <p>c. Leads in the dissemination of the disinfection activity at the DO.</p> <p>d. Ensures provision of needed shuttle services for employees in cases where public transportation is suspended (i.e. in areas with high risk of COVID-19 cases and transmission), pick up and drop off points as well as pick up time should be identified and communicated to concerned personnel.</p> <p>Deputy Lead</p> <p>a. Assists the committee lead in ensuring that the tasks are being carried out.</p> <p>b. Assumes the task of the committee lead in her absence.</p> <p>c. Performs other tasks as may be assigned by the committee lead.</p> <p>Administrative Officer V</p> <p>a. Facilitates the approval of procurement documents.</p> <p>b. Ensures the availability of budget for the procurement of needed logistics.</p> <p>Accountant III</p> <p>a. Facilitates the approval of procurement documents.</p> <p>b. Ensures availability of funds for the procurement of needed logistics.</p> |



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| <p>Ritzelle Marie C. Nicolas, Administrative Asistant III</p> <p>Nurse On Duty</p> <p>Division Disinfection Team Team Leader: Maricar M. Valido, Administrative Assistant III</p> <p>Deputy Team Leader: Francis Linda, Administrative Assistant III</p> <p>Members: Nurse-on-Duty</p> <p>Office Disinfection Allan Amalingan, Administrative Aide I Janet Ramos, Administrative Aide I Arsenio Gauuan, Administrative Aide I</p> <p>Vehicle Disinfection Arthur Camangian, Administrative Aide IV Jonathan Soriano, Administrative Aide IV</p> <p>Disinfection of Received Documents Jovy Panganiban, Administrative Aide VI Herbert Mangabat, Administrative Assistant III</p> | <p>Administrative Assistant III</p> <ol style="list-style-type: none"> Facilitates the approval of procurement documents. Ensures availability and safe storage of procured logistics. <p>Nurse II - Nurse on Duty</p> <ol style="list-style-type: none"> Ensures safety of the disinfection team during the conduct of the disinfection activity. Supervises the conduct of the disinfection activity. Provides necessary technical support to the disinfection team. <p>Disinfection Team – General Services</p> <ol style="list-style-type: none"> Ensures and monitors proper conduct of the weekly disinfection of offices, office vehicles and received documents. Ensures the overall cleanliness, orderliness and compliance of division personnel to protocols instituted within the DO premises. Executes the activities in the action plan. |
| <p>Policy Formulation and Coordination Committee</p> <p>Lead: Atty. Julius Caesar G. Domingo, CPA Legal Officer III</p> <p>Members</p> <p>Melany A. Asuncion, PhD EPS – SGOD</p> <p>Orlando Vicente, PhD EPS – TLE/SHS</p> <p>Rommel S. De Gracia, PhD SEPS PAR</p> | <p>Committee Lead</p> <ol style="list-style-type: none"> Leads and provides appropriate technical assistance to the team in the development of the localized policies and guidelines necessary to prevent the spread of COVID-19 Infection in the workplace. Ensures implementation of the roles and responsibilities of the committee. <p>Education Program Supervisor – SGOD Education Program Supervisor – TLE/SHS Senior Education Program Specialist – Planning and Research</p> <ol style="list-style-type: none"> Provide technical assistance in the preparation and updating of the COVID 19 Contingency Plan. Review the localized policy and guidelines prior to endorsement to the committee lead and to the division task force. |



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| <p>Maria Theresa B. Iglesia Project Development Officer II/DRRM Coordinator</p> <p>Rudy S. Agustin Nurse II/Nurse-in-Charge</p> | <p>Project Development Officer II/DRRM Coordinator Nurse In Charge</p> <ol style="list-style-type: none"> Facilitate the preparation and regular updating of the Division COVID-19 Contingency Plan. Coordinate and forge partnership with the Provincial/Municipal Health Office and other health agencies relative to COVID-19 matters. Facilitate the development of localized policies and guidelines necessary to avert the spread of COVID-19 Infection in the workplace. Provide technical assistance in the overall implementation of COVID-19 measures at the division office. Perform other tasks as may be assigned. |
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VI. Monitoring and Evaluation


The COVID-19 Division Taskforce shall conduct a regular review on the implementation of this policy and result of which shall serve as basis for policy enhancement.

VII. Separability Clause

If any provision of this guideline is later on be declared contrary to existing national policies of the Inter-Agency Task Force and other guidelines of national significance, the other provisions not affected thereby shall remain valid and subsisting.

VIII. Effectivity

The Guidelines set herein shall take effect immediately upon publication in the SDO website and shall be applicable during the duration of the pandemic unless otherwise revised or repealed depending upon the local situation. This shall form part of the Division Covid19 Contingency Plan.


RACHEL R. LLANA PhD, CESO VI
 Assistant Schools Division Superintendent
 Officer - In - Charge
 Office of the Schools Division Superintendent



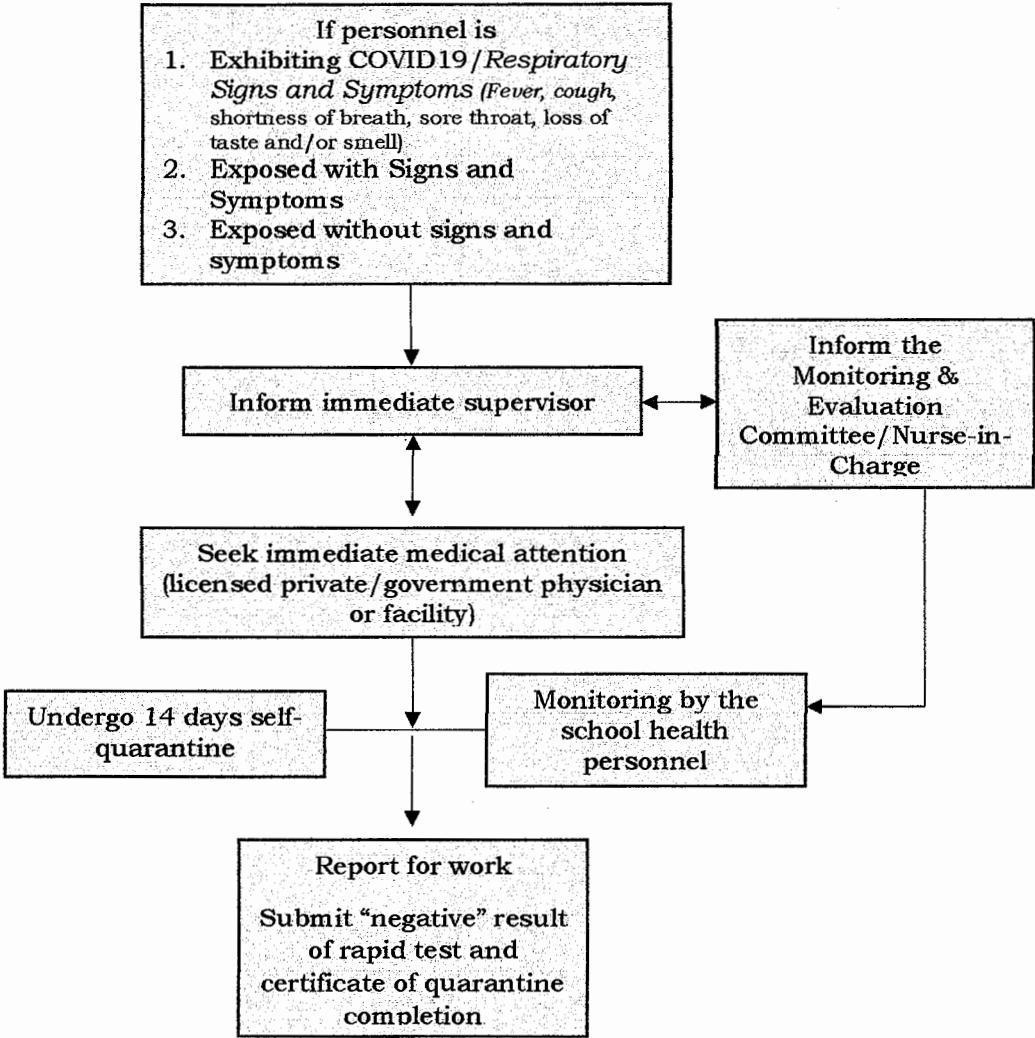
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Website: www.deped-nv.com.ph



Enclosure No. 1

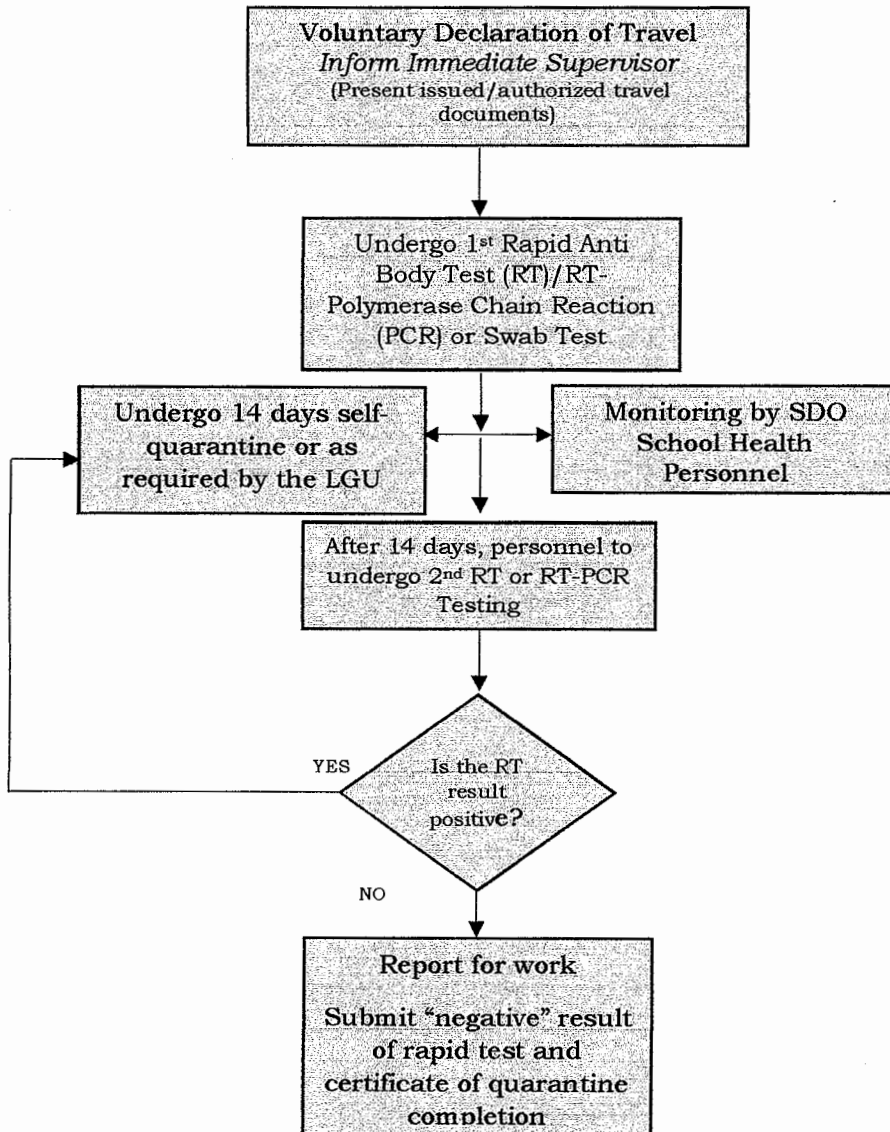
FLOWCHART ON THE RESPONSE ACTION FOR EXPOSED* PERSONNEL and PERSONNEL EXHIBITING COVID19 SIGNS AND SYMPTOMS

**Exposed means previous exposure to confirmed COVID 19 patients, to a Locally Stranded Individual (LSI) from areas with high risk of covid19 cases, returning overseas Filipino/s and with travel history to/from COVID 19 high risk community*

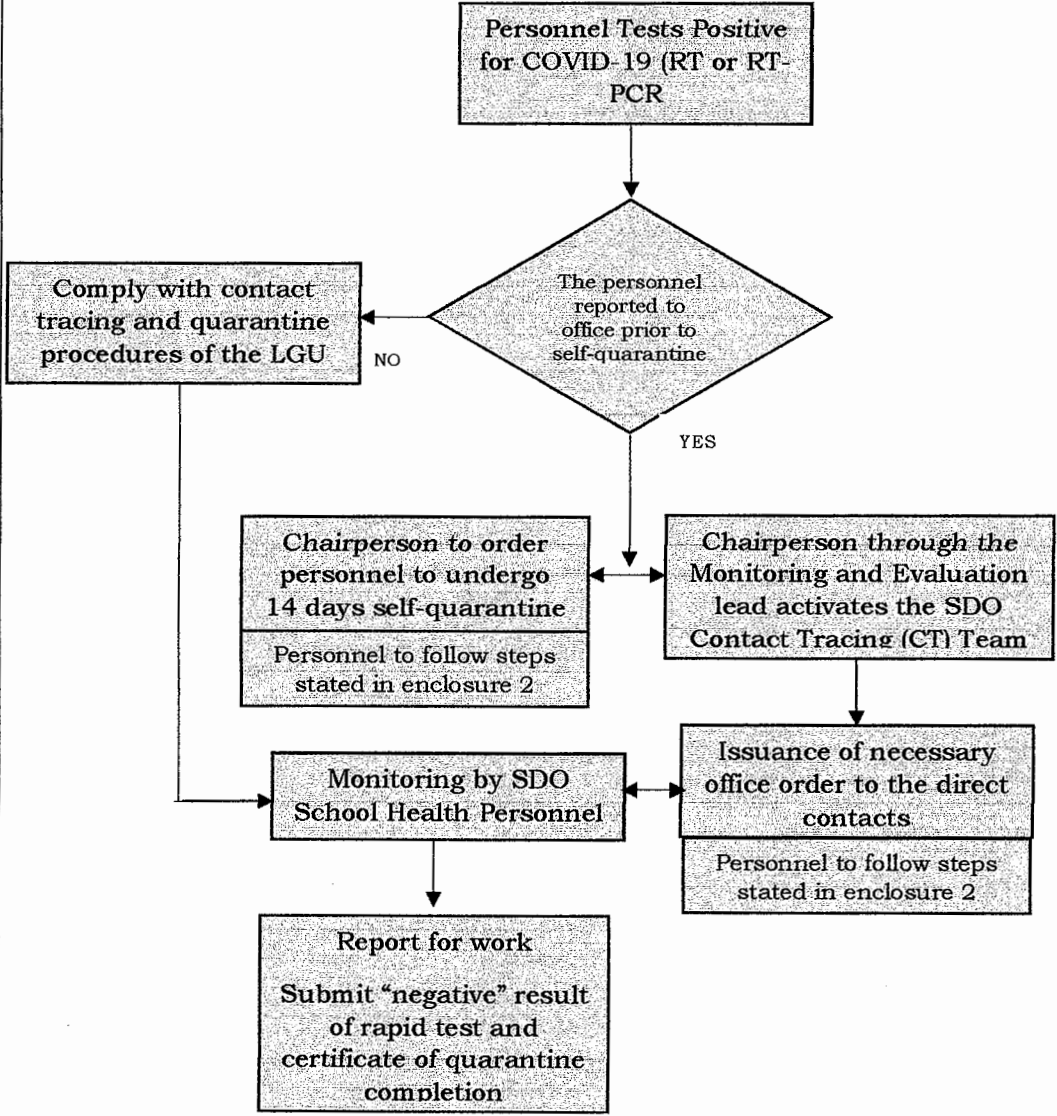


Enclosure No. 2

FLOWCHART ON THE RESPONSE ACTION FOR PERSONNEL WITH INTER-REGIONAL TRAVEL/S



FLOWCHART ON THE RESPONSE ACTION IF PERSONNEL WHO TESTED POSITIVE FOR COVID-19 REPORTS TO OFFICE





Republic of the Philippines
Department of Education

01 FEB 2020

DepEd MEMORANDUM
No. **11**, s. 2020

CREATION OF A TASK FORCE FOR THE MANAGEMENT OF THE DEPARTMENT OF EDUCATION RESPONSE TO NOVEL CORONAVIRUS ACUTE RESPIRATORY DISEASE

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd) regards the novel coronavirus (nCoV) Acute Respiratory Disease (ARD) as a matter of serious and urgent concern. It stands ready to contribute to the overall Philippine government efforts for the management of this public health situation.

2. A **Task Force for the Management of DepEd Response to nCoV ARD (DepEd Task Force nCoV)** is hereby created to lead the overall efforts of the Department within the school system in addressing the situation through formulation of policies and development of strategies and action plans.

3. The **DepEd Task Force nCoV** is composed of the following:

a. Policy Group

Chairperson: **The Secretary**

Members: **Undersecretary for Administration**
Undersecretary for Personnel, Welfare, and Field Operations
Undersecretary for Planning, Human Resource and Organizational Development, and Field Operations
Undersecretary for Legal Affairs
Undersecretary/Chief of Staff
Director IV/Regional Director, National Capital Region

b. Operations Group

Head: **Assistant Secretary for Administration**

Members: **Quick Response and Recovery Team members** (per DepEd Order No. 44, s. 2018) *with School Health Division as lead*

4. The Task Force is mandated to undertake the following:

a. Cooperate with the Department of Health (DOH) and the *Inter-Agency Task Force for the Management of Emerging Infectious Diseases in the Philippines* on overall Philippine government efforts on addressing the nCoV ARD;

Policy level

- b. Coordinate with the DOH for the implementation of its guidelines in response to the situation, including any decision for school/office lockdown or suspension of classes/work in specific localities should a need arise;
- c. Promulgate standard protocols in response to the nCoV ARD in DepEd offices and schools, as well as in activities organized, or participated in, by the Department, which may include travel restrictions if necessary;
- d. Issue advisories which may contain policy directives for implementation and compliance by all DepEd units;
- e. Establish a system to monitor the situation in the Central Office (CO), field offices and schools and regularly meet for assessment and adjustments of existing policy issuances, guidelines, or protocols;
- f. Set up a communication protocol and identify an official portal/platform for prompt dissemination of, and quick access to, relevant official information;
- g. Adopt information dissemination strategies on nCoV ARD and its prevention, control, and management to promote positive health behaviors, and address public fear and anxiety;
- h. Supervise the Operations Group of the Task Force;

Operational level

- i. Monitor the situation in the Central Office, field offices, and schools and ensure the implementation of the DOH guidelines, DepEd standard protocols, and policy directives on nCoV ARD;
- j. Liaise with the DOH teams who are engaged in the task of tracing individuals who were in contact with and may have been exposed to person/s who are confirmed to have nCoV ARD;
- k. Work with the DOH on referral, management, and treatment of cases;
- l. Launch awareness campaigns consistent with the information dissemination strategies adopted by the Policy Group;
- m. Provide technical assistance to the field offices and schools;
- n. Network and coordinate with other offices within DepEd, with relevant government agencies and organizations, and with local government units on resource generation, mobilization for public awareness campaigns, technical assistance, referral and treatment, and other needed support;
- o. Submit regular status updates and situation reports to the Policy Group in the monitoring of the nCoV ARD in offices and schools; and,
- p. Perform such other functions and activities as may be necessary to carry out the provisions of this Memorandum, or as the Secretary and Policy Group may direct.

5. The Secretariat of the Task Force shall be the staff of the School Health Division, BLSS.

6. For information, contact the **School Health Division, Bureau of Learners Support Services**, at telephone number (02) 8632-9935 or email at blss.shd@deped.gov.ph.

7. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Encl: N o n e

Reference: DepEd Order (No. 44, 2. 2018)

To be indicated in the Perpetual Index
under the following subjects:

BUREAUS AND OFFICES
COMMITTEES

OFFICIALS
SCHOOL HEALTH



Republic of the Philippines
Department of Education

25 JUN 2020

DepEd O R D E R
No. **014** s. 2020

**GUIDELINES ON THE REQUIRED HEALTH STANDARDS
IN BASIC EDUCATION OFFICES AND SCHOOLS**

To: Undersecretaries
Assistant Secretaries
Minister, Basic, Higher and Technical Education, BARMM
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd) is committed to ensure safe educational continuity amidst the challenges of COVID-19. Learning opportunities must be provided to give hope and stability, contribute to the normalization of activities in the country, and facilitate development of our learners and bring normalcy to their lives.

2. In the provision of learning opportunities, the health and safety of our learners and teaching and non-teaching personnel are of utmost importance and must be protected at all times.

3. To ensure the safe return to schools and DepEd offices when allowed by the Department of Health (DOH), the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF), or the Office of the President, DepEd issues the enclosed **Guidelines on the Required Health Standards in Basic Education Offices and Schools** (Enclosure No. 1) for the guidance of all learners, teachers, and nonteaching personnel nationwide. The specific **measures for COVID-19 mitigation in schools and offices** are detailed in Enclosure No. 2 and Enclosure No. 3, respectively.

4. The guidelines and the specific interventions are primarily based on the DOH Administrative Order No. 2020-0015 or the *Guidelines on the Risk-Based Public Health Standards for COVID-19 Mitigation*, cited by the IATF to aid all sectors in all settings to implement non-pharmaceutical interventions.

5. The DepEd Central Office (CO), Regional Offices (ROs), Schools Division Offices (SDOs) and all public and private elementary and secondary schools/community learning centers (CLCs) are mandated to adopt the guidelines on the required health standards and implement the specific interventions for COVID-19 mitigation. Other measures may be instituted, guided by the following principles laid out in the DOH Administrative Order No. 2020-0015:

a. Shared accountability

- i. All efforts shall espouse the government's strategic directions of national government-enabled, local government-led, and people-centered response to the COVID-19 health event

- b. Evidence-based decision making
 - i. All policies and decisions shall be guided by evidence
 - ii. All actors shall periodically assess and recalibrate policies, plans, programs, and guidelines
- c. Socio-economic equity and rights-based approach
 - i. Vulnerable groups should be identified and provided additional social safety net protections;
 - ii. Policy design shall always choose the least restrictive alternative that achieves its goals; and
 - iii. In the event of any conflict of rules or guidelines, the interpretation shall ensure the protection of human rights. As such, the safety, needs, and well-being of the individual shall prevail.

6. All concerned are directed to:

- a. Cooperate with DepEd in carrying out the provisions set forth in these standards;
- b. Report any COVID-19 related concerns to the DepEd Task Force COVID-19 for Central Office concerns, or to their respective COVID-19 DRRM Teams for Regional, Division, or school-level concerns;
- c. Comply with the standards on health and work safety issued by the Department, and participate in related programs, initiatives, and activities;
- d. Responsibly use and manage all safety, hygiene, and sanitary resources provided by the agency;
- e. Contextualize and adapt implementation processes and procedures according to the socio-cultural realities and contexts of learners and their communities; and
- f. Support government initiatives for responding to the COVID-19 pandemic.

7. For more information, contact **DepEd Task Force COVID-19** through the Bureau of Learner Support Services-School Health Division (BLSS-SHD), 3rd Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City at telephone no. (02) 8-632-9935 or email at medical.nursing@deped.gov.ph.

8. Immediate dissemination of and strict compliance with this Order are directed.


LEONOR MAGTOLIS BRIONES
 Secretary

Encl/s: As stated
 Reference: None
 To be indicated in the Perpetual Index
 under the following subjects:

BUREAUS AND SERVICES
 EMPLOYEES
 HEALTH EDUCATION
 LEARNERS

POLICY
 RULES AND REGULATIONS
 SCHOOLS
 TEACHERS



DEPED-OSEC-420540



Republic of the Philippines
Department of Education

04 FEB 2020

DepEd MEMORANDUM
No. **015**, s. 2020

FIRST SET OF POLICY DIRECTIVES OF THE DEPED TASK FORCE NCOV

To: Undersecretaries
Assistant Secretaries
Minister, Basic, Higher and Technical Education, BARMM
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd) issued on February 1, 2020, DepEd Memorandum (DM) No. 011, s. 2020, titled **Creation of a Task Force for the Management of Department of Education Response to Novel Coronavirus Acute Respiratory Disease (2019-nCoV ARD)**, following the expansion of the DepEd Quick Response and Recovery Team (QRRT) that included 2019-nCoV ARD. The memorandum declares that the DepEd regards the 2019-nCoV ARD as a matter of serious and urgent concern, and supports the overall efforts of the Philippine government to manage this public health situation.

2. On February 2, 2020, the President issued a directive on the containment and neutralization of the spread of the 2019-nCoV ARD. Accordingly, all heads of departments, agencies, offices, and instrumentalities of the government were directed to adopt, coordinate, and implement the said guideline and such other guidelines to be issued by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases in the Philippines created by Executive Order No. 168, s. 2014, with the Department of Health as chairperson.

3. Pursuant to the directive of the President and DM 011, s. 2020, and in consideration of current government efforts to contain the 2019-nCoV ARD, this memorandum is being issued for the information and guidance of DepEd officials, personnel and staff at the Central, Regional and Division Offices and schools nationwide.

4. This memorandum provides a background/situationer on the 2019-nCoV ARD, policy directives, and guidelines in the following enclosures:

- Enclosure No. 1 - Background and Situationer;
- Enclosure No. 2 - Measures for the Prevention and Control of the 2019-nCoV ARD in Basic Education Schools and Offices;
- Enclosure No. 3 - Formation/Activation of DRRM Teams in DepEd Regional Offices, Schools Division Offices, and Schools;
- Enclosure No. 4 - Operationalizing the Preventive Alert System in Schools (PASS);
- Enclosure No. 5 - Safety Precautions and Protocols;

- Enclosure No. 6 - Guidance for School Administrators to Help Reduce the Spread of Seasonal Influenza in K to 12 Schools;
- Enclosure No. 7 - Protect Yourself from Coronavirus;
- Enclosure No. 8 - Medical Referral Form; and
- Enclosure No. 9 - 2019-nCoV ARD Health Situation Report Template.

5. In the interest of public health, all public and private basic education schools and learning centers are duty-bound to exercise due diligence and take precautionary measures to minimize exposure to risks associated with the 2019-nCoV ARD and support government efforts to contain the spread of the virus. Private schools are highly encouraged to adopt the precautionary measures contained in this memorandum.

6. For information, please contact the **Bureau of Learner Support Services-School Health Division**, through email at blss.shd@deped.gov.ph or at telephone number (02) 8632-9935.

7. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Encls.:

As stated

Reference:

DepEd Memorandum (No. 011, s. 2020)

To be indicated in the Perpetual Index
under the following subjects:

BUREAUS AND SERVICES
EMPLOYEES
OFFICIALS
SCHOOLS