



Republic of the Philippines

Department of Education

REGION II – CAGAYAN VALLEY

SCHOOLS DIVISION OF TUGUEGARAO CITY

May 7, 2020

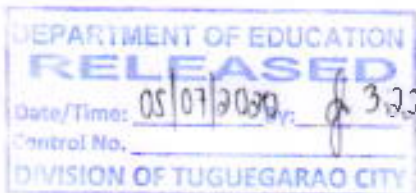
OFFICE MEMORANDUM

No. 13, s. 2020

SDO TUGUEGARAO CITY DIVISION SAFETY PLAN AND PROTOCOLS FOR PRECAUTIONARY MEASURES

To: Assistant Schools Division Superintendent
SGOD and CID Chiefs
Education Program Supervisors
Public Schools District Supervisor
Unit/Section Heads
All Personnel

- 1. In compliance with the approved guidelines issued by the Inter-Agency Task Force Covid19 (IATF) classifying Region 2 under General Community Quarantine and in corroboration with the Protocol on Population Movement and Control issued by the City Government of Tuguegarao in support with this regulation, this Office adopts the Contextualized Policy for Health and Safety of all personnel in this Division.
2. Alongside with the implementation of this Order, all Unit Heads and Division Chiefs are advised to monitor, validate and ensure the compliance to this Protocol.
3. Expenses incurred relative to the implementation of this Order shall be charged against SDO MOOE fund subject to the availability and to the usual accounting and auditing rules.
4. Attached is the SDO Tuguegarao City Division Safety Plan and Protocols under the General Community Quarantine (GCQ).
5. For your information, guidance and strict compliance.



Signature of Reynante Z. Caliguiran
REYNANTE Z. CALIGUIRAN
Assistant Schools Division Superintendent
OIC- Schools Division Superintendent

Encl: DIVISION SAFETY PLAN AND PROTOCOLS
Reference: IATF, LGU Protocol
To be indicated in the Perpetual Index
Under the following subjects: SAFETY, PROGRAMS, EDUCATION PROJECT, PLANS
SGOD/GMD/JPC



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
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SDO TUGUEGARAO CITY
DIVISION SAFETY PLAN AND PROTOCOLS UNDER THE GENERAL
COMMUNITY QUARANTINE (GCQ)

A. GENERAL

1. A foot bath near the guard station shall be provided for disinfecting footwear of both SDO personnel and visitors.
2. Thermo Scanning of all SDO personnel and incoming visitors shall be mandatory.
3. A COVID Monitoring Form shall be filled out by all personnel and visitors.
4. The “No Mask, No Entry” policy shall be strictly implemented.
5. Hand hygiene stations shall be provided at the entrance and exit points in the Division Office.
6. Wearing of face shield and surgical gloves are highly encouraged for those with direct contacts to clients.
7. Handwashing with soap and water for at least 20 seconds is highly recommended prior to shifting in another task.
8. Incoming documents shall be placed outside the office doors of every unit. Hand carrying of documents shall not be allowed. Only the Record Officer/s shall be responsible to distribute the documents to the concerned unit. Bringing of personal pen is highly encouraged.
9. Any personnel or client who manifests with flu-like symptoms (i.e. cough, shortness of breath, and fever) shall be immediately sent home and seek medical consultation.
10. Holding Area like booth or tent be established, Health Personnel on duty to do further assessment.

B. PHYSICAL

1. Personnel, clients, and visitors should directly observe physical distancing with at least one to two-meter radius between individuals.
2. Loitering and loafing are discouraged.
3. Minimize or Avoid physical contact or face-to-face transaction, reports shall be received by the front desk.
4. Organized queuing shall be strictly observed. Transaction number shall be given by the guard on duty.
5. All personnel shall limit contact with others, including but not limited to shaking of hands, “paggamamano”, hugging “beso-beso”, high fives, and fist bumps are highly discouraged.
6. Gatherings, like Flag Raising and Lowering Ceremonies, shall be suspended during the GCQ.



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Doc Code	FM-ORD-003	Rev	00
As of	July 2, 2018	Page	1



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C. SERVICE DELIVERY

1. Submission of Reports

- a. Only the Record Officer/s shall be responsible to distribute the documents to the concerned unit.
- b. A separate memorandum shall be given to the field on matters that can be submitted online.

2. Policies and Programs Delivery and Implementation

- a. Policies, instructions, memoranda and other official communications of the SDO shall be posted at the official website and Facebook page of the Division and disseminated in the existing Group Chat (GC) of School Heads, teaching and non-teaching personnel.
- b. Work gatherings are highly discouraged. Including All trainings, seminars, workshops, orientation, and other related activities shall be done online/webinar.
- c. Online Monitoring and Evaluation (M&E) and other modalities shall be designed by all Program Owners to ensure quality of program delivery following safety standards.

3. Personnel Work Scheme

- a. Division personnel who are 60 years old and above, pregnant, immunodeficient, comorbid, and other with related health risk, including person who resides from a barangay with active case/s of Covid-19 shall be required to stay in their residences and adopt the "Work-from-Home Scheme," except when indispensable under the circumstances for work in the office.
- b. Twenty to Fifty percent (20%-50%) of the workforce shall attend to their respective duties. Alternate, staggered and rotational work arrangements including flexible work hours are allowed. Work-from-home arrangement shall be established.
- c. The schedule of actual reporting of the personnel shall be prepared by the Division Chiefs/Unit Heads and this should be posted at the receiving area or at the entrance of each unit.
- d. Any personnel who resides from a barangay with active case/s of COVID-19 is advised to follow the "Work-from-Home-Scheme" until his/her municipality is cleared from COVID – 19 cases.





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Division (SGOD) through the DRRM Unit and Health and Nutrition Section (HNS) shall regularly monitor compliance of all personnel and clients to this Interim Guidelines, conduct review, and recommend changes and adjustments to further improve its implementation.

2. Section and unit Heads shall likewise conduct monitoring of compliance of their personnel on safety and precautionary measures and submit M&E Report to the HNS every Friday of the week.

E. ENVIRONMENTAL

1. Each unit shall be provided with paper towels and waste bins line with garbage bags so it can be emptied without contacting the contents.
2. Cleanliness of the most commonly used areas such as comfort rooms, hallway, and waiting area shall be properly maintained at all times.
3. Regular cleaning and disinfecting of frequently touched objects and surfaces shall be done after every four hours using disinfectant solution. A daily hygiene Officer must be assigned with a checklist on desired output.
4. General disinfecting and/or spraying of the office is conducted every Friday of the week.

The Division Safety Plan shall be subject to modifications based on recommendations that will be issued by the IATF in line with the policies and protocols national and local government.



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Doc Code	FM-ORD-003	Rev:	00
An of	July 2, 2018	Page:	3

