



Republic of the Philippines  
**Department of Education**  
REGION II – CAGAYAN VALLEY  
SCHOOLS DIVISION OF TUGUEGARAO CITY

SCOD-09-04

September 8, 2020

**DIVISION MEMORANDUM**

No. 143, s. 2020

**CREATION OF THE DIVISION COVID-19 TASK FORCE AND IMPLEMENTATION OF THE PROTOCOLS IN HANDLING AND MANAGEMENT OF REPORTED COVID-19 CASES AND CLOSE CONTACTS AT THE SCHOOLS DIVISION OFFICE OF TUGUEGARAO CITY**

TO: Assistant Schools Division Superintendent  
Chief, Curriculum Implementation Division  
Chief, School Governance Operations Division  
Education Program Supervisors  
Public School District Supervisors  
All School Heads  
All Others Concerned

1. In reference to unnumbered Regional Memorandum dated September 4, 2020, and in compliance with DepEd Order No. 014, s. 2020 entitled, Guidelines on the Required Health Standards in Basic Education Offices and Schools, this office hereby creates its Division Covid-19 Task Force and implements its localized protocols in handling and management of reported covid-19 cases and close contacts.

2. The Division Covid-19 Task Force shall compose of the following:

JESUS B. MAGGAY – Chairman  
ESTELA S. CABARO – Co-Chair  
GINA M. DURIAN – Co-Chair  
EDWIN N. CATULIN- Member  
RANDALL B. TALAMAYAN – Member  
VENTURA R. DURIAN – Member  
CLEOFE MARY JANE D. TORRES, MD – Member  
JEREMY JONES B. MARAMAG – Member  
LEILANI MANGABAT - Member  
JIOSEN P. CALLO – Member

3. The Task Force is expected to perform the following duties and responsibilities:

- a) Monitors and assesses the health and safety condition of the learners, teaching and the non-teaching personnel in all public schools and the Schools Division Office;



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- b) Formulate and recommend localized measures and health standard policies to ensure the safety of all learners, teaching and non-teaching personnel in all public schools and the Schools Division Office;
- c) Ensures the installation of necessary sanitation facilities and the provision health and safety materials in all public schools and in the Schools Division Office;
- d) Recommends to the Schools Division Superintendent the work arrangement in the Schools and the Schools Division Office as deemed necessary;
- e) Recommend to the Schools Division Office possible quarantine facilities (schools) as the need arises;
- f) Serves as the primary source of information or data relative to Covid-19 situation of the City, Province and the Region as a whole;
- g) Performs other functions as provided in the attached protocols in handling and management of reported Covid-19 cases and close contacts at the Schools Division of Tuguegarao City.

4. All members of the Division Covid-19 Task Force, Section and Unit Heads, School Heads, and all other concerned personnel are required to read and study carefully the attached protocols and ensure its strict implementation in their respective jurisdiction.

5. For your information and strict compliance

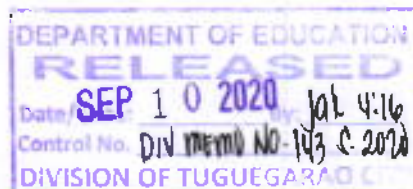
**REYNANTE Z. CALIGUIRAN**

Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

To be indicated in the Perpetual Index  
Under the following subjects

Committee  
Rules and regulation  
Policies  
Schools

SGOD/GMD/ENC



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SCHOOLS DIVISION OF TUGUEGARAO CITY

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**PROTOCOLS IN HANDLING AND MANAGEMENT OF REPORTED COVID-19 CASES AND CLOSE CONTACTS AT THE SCHOOLS DIVISION OFFICE OF TUGUEGARAO CITY**

**A. Guidelines**

1. Names and personal information of confirmed cases and close contacts shall only be disclosed to and kept confidential among the following:
  - a. The Schools Division Superintendent
  - b. Head of Office of personnel concerned
  - c. Chairperson of the DO Task Force COVID- 19
  - d. Health and Nutrition Section and designated staff in charge of providing necessary assistance as well as in releasing status reports (only relevant information shall be disclosed as required in reporting activities and other assistance)
2. All personnel shall inform, within 24 hours, their immediate supervisor, Division HNS and the SDO Medical Officer III/Chairperson of the DO Task Force COVID -19, once they are notified that they have been exposed to a close contact of a confirmed COVID-19 case or that they themselves are the close contact of the confirmed COVID19 case. Immediate conduct of appropriate assessment and necessary intervention shall be done.
3. The HNS, through the Medical Officer III/ DO Task Force COVID-19, in close coordination with the immediate supervisor of the personnel concerned, shall take charge of coordinating with the relevant authorities on the case.
4. The Head of Office of the personnel concerned shall take charge of preparing status reports and updates on the case while maintaining the confidentiality of the identity of the personnel concerned, and submitting the same to the DO Task Force COVID- 19.
5. The SDO Medical Officer III/ chairperson of the DO Task Force COVID-19 shall within 24 hours upon being notified of a confirmed case shall convene offices concerned through a teleconference to discuss details of the case management plan.
6. The SDO Office, partially or entirely, may be put on lockdown, if warranted, depending on the recommendation of the DO Task Force COVID-19 based on the prevailing conditions per case, and in accordance with the agreed case management plan.



7. The DO Task Force COVID-19 shall issue an advisory within 24 hours upon being notified of a confirmed case if the personnel concerned physically reported to the office three (3) days before the onset of symptoms. The contents of which shall be general information about contact tracing, disinfection efforts, and other interventions done regarding the case, without necessarily disclosing the personal information of the personnel concerned and their close contacts, unless otherwise requested. Follow-up advisories shall be issued as frequently as necessary to address possible concerns.
8. The personnel concerned may only be allowed to physically report for work again upon presentation of applicable medical certificate or clearance.
9. The office shall maintain a daily log sheet of all the persons entering their respective premises, with contact information, as a proactive measure in aid of possible contact tracing in the future.

#### **B. Personnel Responsibilities and Obligations**

The Head of Office shall ensure that all personnel under their supervision shall:

1. Wear the prescribed protective gear provided by the office at all times. (Mask and face shield)
2. Maintain a daily log book of people entering their respective offices to include DepEd division office personnel.
3. Shall keep a daily record of all the persons they come in contact with, as proactive measure in aid of possible contact tracing in the future.
4. Have identified their respective Barangay Health Emergency Response Teams (BHERTs) and their contact information and are informed about their BHERT's referral system.
5. Have identified the nearest community quarantine/ isolation facility and testing centers in their respective localities.
6. Provide all necessary updates related to exposure to close contacts, suspected cases, probable cases and confirmed positive cases including current health conditions as well as interventions being done.
7. Are knowledgeable about how to access the health services and other forms of assistance

<b>DO Task Force COVID-19</b>	<b>Position</b>	<b>Contact Number</b>
JESUS B. MAGGAY	Chairman	09175643353



ESTELA S. CABARO	Co-Chair	09175993582
GINA M. DURIAN, Ph.D.	Co-Chair	09177744354
RANDAL TALAMAYAN	Member	09274315536
VENTURA R. DURIAN	Member	09175698380
CLEOFE MARY JANE D. TORRES.MD	Member	09173259933
JEREMY JONES MARAMAG	Member	099978567854
JIOSEN P. CALLO	Member	09267111303

### C. Overview of the Protocols

#### Protocol 1

##### **When personnel manifest flu-like symptoms**

1. Personnel concerned shall always wear surgical mask with face shield.
2. Depending on where the personnel is when he/she manifests symptoms, the following next steps shall be observed:
  - a. If the personnel manifests symptoms while in a personal or a public utility vehicle on the way to the office, he/ she may opt to return home or either proceed to the DO but stay in the designated area provided for the assessment of symptomatic persons.
  - b. If the personnel manifests symptoms while in a DepEd-provided vehicle, the vehicle shall stop picking up new passengers and proceed directly to the DO. All passengers and the driver of the said vehicle shall be assessed by the DO doctor in the designated area dedicated for the assessment of symptomatic persons.
  - c. If the personnel manifests symptoms upon entrance to the DO, he/she shall not proceed to his/her workstation and be brought immediately to the designated area for the assessment of symptomatic persons.
  - d. If the personnel manifests symptoms while in his/her workstation and he/she is able to go by himself/ herself, the personnel shall go to the designated area dedicated for the assessment of symptomatic persons for proper assessment and management. If requiring assistance, the personnel shall be accompanied by a colleague in the office who shall also wear a surgical mask and a face shield, or wear full PPE if there is a need to physically assist the symptomatic personnel.
  - e. After the assessment by the DO doctor, the personnel shall either stay at the designated area dedicated for the assessment of symptomatic persons awaiting referral to the appropriate health facility if needed.
3. The Head of Office shall initiate the following activities in the office after the personnel concerned leaves the office premises:
  - a. Coordinate with the General Services Unit (GSU) for the disinfection of the personnel's workstation and other areas where he/ she may have worked/ stayed.
  - b. Coordinate with the GSU for the immediate provision of a transport van that may be used by the personnel in going home or in going to their BHERT or any health facility of preference.



4. The **GSU** shall ensure that:
  - a. A standby vehicle as well as an assigned driver and an accompanying person are always readily available for this purpose.
  - b. PPEs are readily available and properly utilized by the driver and the accompanying person.
  - c. Disinfection protocols be observed after the use of the vehicle.
5. The personnel may continue to work from home if his/her condition permits, **following the quarantine procedure** prescribed by the BHERT or the health care provider. He/she shall constantly coordinate with immediate supervisor/ **DO doctor for updates and the monitoring of his/her health condition**. Privacy of information shall be observed at all times.
6. The Head of Office shall be continuously updated on the personnel's condition until recovery.
7. The concerned personnel shall be required to present a medical certificate prior to physically reporting back to work. The certificate may be issued by the attending physician.
8. The DO doctor shall report all cases to the Chairperson of the DO Task Force COVID-19

#### Protocol 2

When asymptomatic and informed that they have been exposed to:

- (1) a close contact of a confirmed COVID-19 case
- (2) a suspect case
- (3) a probable case

1. The personnel shall inform his/her immediate superior about his/her exposure for the needed support.
2. The immediate superior and the personnel shall immediately inform the DO doctor who shall provide the personnel concerned necessary advice.
3. The immediate superior shall advise the personnel to continue his/her work at home but observe physical distancing and isolate self from the rest of the household members.
4. The personnel shall constantly coordinate with immediate supervisor/ DO doctor for any development on the status of the close contact/suspect case/ probable case.
5. The asymptomatic personnel may report back physically to the office upon completion of prescribed quarantine period with the necessary medical clearance provided by a government health facility.
6. The DO doctor shall report all cases to the Chairperson of the DO Task Force COVID-19.



### Protocol 3

When asymptomatic and informed that they are a close contact of a confirmed COVID-19 case

1. The personnel shall immediately wear a surgical mask and proceed immediately at the designated area, awaiting his/her transport service back home.
2. The personnel shall inform his/her immediate superior/ DO doctor of the situation on hand.
3. The RO doctor shall coordinate with the Regional Epidemiologic Survey Unit (RESU) of the DOH for the necessary contact tracing and referral activities
4. The immediate superior/DRO doctor shall ensure that as a close contact of a confirmed case, the personnel shall:
  - a. Report to their BHERT who will coordinate with the Provincial/ City/ Municipal Epidemiologic Surveillance Unit (PESU/CESU/MESU) for the necessary contact tracing and referral activities, and provision of health services, including testing for COVID-19 subject to the discretion of the contact tracing team and subject to the availability of testing capacity availability of testing if recommended.
  - b. Complete 14 days of quarantine from the date of last contact with the confirmed positive COVID- 19 case
5. The immediate supervisor/ DO doctor shall initiate the following activities in the office after the personnel concerned leaves the office premises:
  - a. Coordinate with the GSU for the disinfection of the personnel's workstation and other areas where he/she may have worked/ stayed.
  - b. Coordinate with the GSU for the immediate provision of a transport van that may be used by the personnel in going home or in going to their BHERT or any health facility of preference.
6. The **GSU** shall ensure that:
  - a. A standby vehicle as well as an assigned driver and an accompanying person are always readily available for this purpose.
  - b. PPEs are readily available and properly utilized by the driver and the accompanying person.
  - c. Disinfection protocols be observed after the use of the vehicle.
7. The immediate supervisor and the personnel who is a close contact of the confirmed case, in coordination with the DO doctor, shall identify and list down any other personnel at the DO who may have been exposed to the personnel concerned.
8. The personnel may continue to work from home if his/her condition permits, following the quarantine procedure prescribed by the health care provider. He/she shall constantly coordinate with immediate supervisor/ DO doctor for updates and the monitoring of his/her health condition. Privacy of information shall be observed at all times.



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9. The personnel can be released from quarantine, as per advice of the BHERT or authorized physician.
10. The concerned personnel shall be required to present a medical certificate prior to physically reporting back to work. The certificate may be issued by the attending physician.
11. The DO doctor shall report all cases to the Chairperson of the DO Task Force COVID-19.

**Protocol 4**

**When confirmed swab positive of COVID-19**

1. The personnel is expected to comply with all the instructions provided by the local health authorities.
2. It is the duty of the personnel to report to his/her immediate supervisor that he/she is confirmed positive of COVID-19.
3. The immediate supervisor and the personnel shall call the DO doctor for proper documentation and necessary monitoring.
4. The personnel shall constantly coordinate with the DO doctor for updates and the monitoring of his/her health condition. This shall ensure the observance of data privacy, the accuracy of health information that the personnel concerned receives, and the smooth and systematic management of the overall situation.
5. The immediate supervisor shall continue to monitor the personnel's condition until recovery.
6. The personnel shall be required to present a medical certificate and certificate of quarantine completion prior to physically reporting to the office.



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