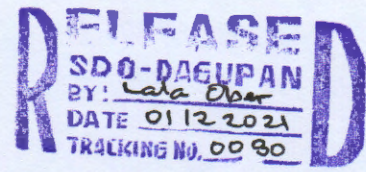




Republic of the Philippines
Department of Education

REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

NO. 10, s. 2021

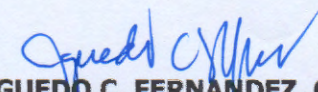
TO: Asst. Schools Division Superintendent
Chief Education Program Supervisor
Education Program Supervisors
Public Schools District Supervisors
All SDO Personnel
Schools Heads/Principals
All Others Concerned

FROM: OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DATE: January 12, 2021

RE: **GUIDELINES AND PROTOCOLS AT THE SDO AMIDST INCREASING COVID 19
CASES IN DAGUPAN CITY**

1. The continuing report of new cases of Covid 19 in the city has prompted top management to issue this memorandum to provide comprehensive action by all personnel both from the field and the division office.
2. Details of the needed actions are shown in the attached entitled, *SPECIFIC GUIDELINES ON COVID-19 PREVENTION AND CONTROL IN THE DIVISION OFFICE OF DAGUPAN CITY* for the information and guidance of all concerned.
3. In cases where there is an urgent need to leave the office due to personal errands or emergencies not indicated in the guidelines, such will require the approval of the Schools Division Superintendent and the registering of the same at the OSDS.
4. Temperature check of requesting SDO employee of #3 must be performed therefore, before leaving the division premises and after the activity at the guardhouse.
5. For widest dissemination and compliance.


AGUEDO C. FERNANDEZ, CESO VI
OIC - Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION I
Schools Division Office – Dagupan City

SPECIFIC GUIDELINES ON COVID-19 PREVENTION & CONTROL IN THE DIVISION OFFICE OF DAGUPAN CITY

ENTRY POINT:

1. Faithfully filling out of **HEALTH DECLARATION FORM**.
2. Proper implementation of the **TRIAGE**. All entrants shall sign in the logbook with their own ballpen; their temperature checked; and hands sanitized
3. Strict enforcement of: **NO FACE MASK AND FACE SHIELD, NO ENTRY**.
4. Teachers/ Non-Teachers or visitors are NOT allowed to transact business inside any Offices of the Division unless allowed by the SDS with the recommendation of the ASDS.
5. Sanitation of documents submitted shall be done first before those are turned over to concerned official.

MEAL/SNACKS TIME:

1. No two or more employees shall be allowed to eat in the pantry/ies. Everyone is advised to eat at his own table or office using his own eating utensils.
2. Foodstuffs ordered at the canteen shall be delivered at the side table of entry door of every office.
3. All canteen staff must wear facemask and face shield while in the canteen and within the premises of the SDO.

MOVEMENTS INSIDE THE WORKPLACE:

1. All interoffice transactions and communications shall be made thru online platforms. (messaging or posting at exclusive Office personnel Group Chat).
2. No interoffice visits among employees shall be allowed unless deemed necessary or allowed by SDS. Frequent movement of personnel is highly discouraged.
3. Strict adherence to physical distancing with at least two (2) meter distance in the working area and when having conversation with co-worker or any person.
4. Mandatory and proper wearing of face masks and face shields while in the premises of the office. Except when eating and drinking.
5. If personnel use washable face masks, three or more should be available to be alternately uses every day.
6. Always properly discard single-use masks.
7. Upon arrival at the office and before starting to work, wipe first all gadgets, table, chairs and other to be used surfaces with sanitation cloth or wipes with alcohol.
8. All offices shall have their own transaction table strategically located at their office entry point of their office. The transaction table shall be used to place documents of folders submitted and to be received by concerned personnel; or to transact business with a teaching or non-teaching personnel or visitor.

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9. Computer preventive maintenance shall be performed for three (3) working days to include disinfection before and after the maintenance work.

10. Exemption: The issuance of Medical Certificates for promotion, lateral transfer needs direct physical assessment; Meanwhile, Check-up is through TeleMedicine except for cases needing F2F intercession.

DOORS/WINDOWS AND AIRCON:

1. The doors and windows shall be open from 7:00 a.m. – 10: a.m.; They shall be closed at 10:00 a.m. – 3:00 p.m.; and shall be opened again at 3:00 p.m. until 5:00 p.m. Aircon units shall follow the same time-off and time-on to improve airflow and save energy at the same time.
2. The SDO Security Personnel should check after office hours if those opened windows shall have been closed and each of the offices are truly secured.

ACTIVITIES OUTSIDE THE SDO DURING OFFICE HOURS:

1. No employee shall do personal errands/ activities while on duty at the office unless authorized by the SDS. Personal errands shall be done after office hours.
2. Any employee who goes outside the perimeter of the SDO without the consent of the SDS will not be allowed to return to the office anymore especially if the place visited is the public market, malls, baratillo.
3. Undergo strict triage or complete entry protocols upon return from Official Business done outside SDO.
4. Conduct and attendance to celebrations and gatherings are highly discouraged.
5. Update Top Management or assigned Task Force in case of any contact with a COVID Positive person or in case of travel history in Metro Manila or other high-risk areas either within or outside Dagupan City and shall strictly observe the 14-day quarantine protocol upon approval of the SDS of your request for quarantine.

EXPERIENCING/EXHIBITING RESPIRATORY SYMPTOMS:

1. Employees who are experiencing colds, cough, or fever shall not report for work and may file a leave of absence using sick leaves.
2. Employees who reported to office who are not feeling well and experiencing breathing difficulty and or having symptoms of colds or cough shall inform immediate supervisor and ask permission to go home early upon approval of the SDS or OIC.
3. If employees are experiencing any symptoms of COVID 19 and are exhibiting any respiratory infection should not hesitate to refer or coordinate or ask assistance from the Medical Team.

MONITORING/SUPERVISION:

1. Conduct of Face- to- Face meetings and activities is highly discouraged.
2. All transactions with school heads, head teachers, coordinators, focal persons, teaching and non-teaching personnel shall be thru online platform unless monitoring is assigned by RO and Top Management for activities deemed necessary.
3. EPSs/PSDs and all other Division Personnel who goes out to monitor or supervise at least 2 or more schools with the approval of the SDS upon recommendation of the Chief or immediate supervisor may not return to the office anymore within the day.

ENFORCEMENT AND MONITORING:

1. The Task Force assigned/ SGOD (Medical Unit and DRRM) shall strictly enforce these set guidelines.
2. Routine and or unannounced implementation check & monitoring shall be made by the team/task force.
3. *ANY EMPLOYEE FOUND TO BE VIOLATING WITH THESE GUIDELINES WILL BE MADE TO EXPLAIN IN WRITING HIS FAILURE TO DO SO.*
4. IN CASE OF PROVEN REPETITION OF THE SAME VIOLATION OR ANY SUCCEEDING VIOLATIONS OF THE SAME PROVISION WILL BE DEALT ACCORDINGLY BASED ON THE RELEVANT IATF/DOH/DEPED RULES AND REGULATIONS AS CONTAINED IN THE "OMNIBUS GUIDELINES ON THE IMPLEMENTATION OF COMMUNITY QUARANTINE IN THE PHILIPPINES with Amendments as of October 22, 2020; DEPED/CSC RULES OF CONDUCT."

EFFECTIVITY CLAUSE:

1. These guidelines shall take effect on 11 January 2021 and will remain effective until recalled, revoked or withdrawn by the Task Force/OSDS in a Memorandum or a New Guideline.