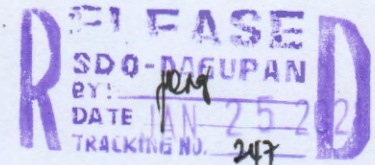




Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY



January 25, 2021

Division Memorandum

No. 18, s. 2021

TO: Assistant Schools Division Superintendent
Chiefs of Divisions
Education Program Supervisors
Public Schools District Supervisors
School Heads
All others concerned.

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RECEIVED
DATE: 1-25-21
TIME: 11:30
REYNANTE B. INFANTE
IT OFFICER I

DIVISION TASK FORCE ON COVID-19

1. With the surge of COVID-19 cases in the city and the province and as a measure and response on its effects among the personnel, teachers, and learners of the school's division and to ensure safety and protection in the schools and offices, the SDO-Dagupan City Task Force on COVID-19 is hereby created with the following members:

Chairman: EDILBERTO R. ABALOS, Chief, SGOD
Co-Chairman: MARIA LINDA R. VENTENILLA, Chief, CID
Vice-Chairmen: THERESA PARAYNO, Medical Officer III
ELVIRA V. NICOLAS, DRRMO
MEMBERS: ATTY. JOSE OVIEDO, Legal Officer
MYREL ANGELICA LOPEZ, Administrative Officer V
SHERYL D. VILLACORTA, EPS
JANE T. CAJAYON, PSDS
Secretariat: TEODORO MANAOIS,
Technical Working Group/Contact Tracers/Monitors: All NURSES

2. The functions of the task force are as follows:

- closely monitor developments and updates pertaining to COVID-19 and accordingly make proper recommendation to the OSDS for appropriate action;
- coordinate regularly with the City Health Office/LGU COVID-19 focal person;
- provide technical support/assistance to school heads on COVID-19 concerns.
- maintain and secure pertinent or classified information/data on affected learners, teaching, and non-teaching personnel;
- recommend activities/actions to the SDS/ASDS on any matter related to COVID-19 protection and implementation;
- receive information/data/concerns from field offices/personnel, analyze and make appropriate actions;
- perform all other functions as may be assigned by the SDS/ASDS; and
- conduct meetings on a regular basis or as needed.

3. Moreover, all SDO personnel and employees (teaching/non-teaching) are directed to adhere to all the guidelines/protocols prescribed by the IATF/Department of Health/DepED/SDO/LGU which are duly promulgated in the Office and Local Government Unit announced in any authorized platforms.

4. For information and guidance.

[Signature]
AGUEDO C. FERNANDEZ, CESO VI
Asst. Schools Division Superintendent

OIC-Office of the Schools Division Superintendent

