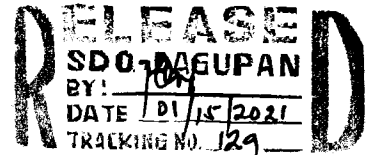




Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

NO. 11, s. 2021

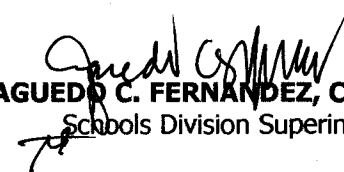
TO: Asst. Schools Division Superintendent
Chief Education Program Supervisors
Education Program Supervisors
Public Schools District Supervisors
Schools Heads/Principals
All Others Concerned

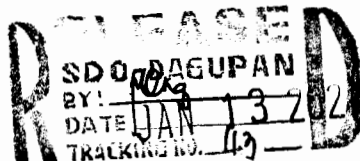
FROM: OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DATE: January 14, 2021

SUBJECT: **INFORMATION DISSEMINATION ON LGU EXECUTIVE ORDER NO. 03 S. 2021**

1. As per **Executive Order No. 03 s. 2021 dated January 13, 2021 (see attached)**, all personnel of the Schools Division Office including field staff are instructed to read and circulate the guidelines specified herein effective immediately.
2. For the SDO and schools, **Section 2.2 Business and Workplaces (a, b & c) reiterates the health and safety measures to be observed as well as Section 6 Classroom Instruction (b).**
3. **For widest advice and strict compliance.**


AGUEDO C. FERNANDEZ, CESO VI
Schools Division Superintendent



REPUBLIC OF THE PHILIPPINES
OFFICE OF THE CITY MAYOR
DAGUPAN CITY

JAN 13
103

EXECUTIVE ORDER NO. 03
Series of 2021

**AN ORDER REITERATING THE EXPANDED HEALTH AND SAFETY GUIDELINES
TO PREVENT FURTHER TRANSMISSION OF COVID-19 IN THE CITY OF DAGUPAN**

WHEREAS, Dagupan is experiencing a surge in the number of positive Covid-19 cases, brought about by the gatherings during the holiday season;

WHEREAS, armed with the knowledge and breadth of the actual public health situation in Dagupan, the City Government finds it prudent and necessary to reiterate the stringent measures intended to prevent further transmission of Covid-19;

WHEREAS, Section 16 of the Local Government Code of 1991 provides that every local government unit shall exercise the powers expressly granted, those necessarily implied therefrom, as well as powers necessary, appropriate, or incidental for its efficient and effective governance, and those which are essential to the promotion of the general welfare, health, and safety of the public;

WHEREAS, Section 455 (b) (vii) of the Local Government Code of 1991 authorizes the City Mayor to carry out such emergency measures as may be necessary during and in the aftermath of man-made and natural disasters and calamities;

NOW THEREFORE, I, MARC BRIAN C. LIM, City Mayor of Dagupan, by virtue of the powers vested in me by Republic Act 7160, otherwise known as the Local Government Code of the Philippines, do hereby declare the following:

SECTION 1. COVERAGE.

The following expanded guidelines are hereby reiterated, and shall be strictly enforced to prevent further transmission of Covid-19, correspondingly modifying the guidelines under Executive Order No. 30 and series, and subject to additional measures that may be subsequently issued.

SECTION 2. MINIMUM PUBLIC HEALTH AND SAFETY STANDARDS. The following health and safety measures are hereby reiterated and shall be strictly enforced:

2.1 TRANSPORTATION

The following shall be strictly observed in all public transportation entering and operating within the City of Dagupan:

- i. Public transport **shall only be allowed** upon issuance of special permit by the LTFRB, and subject to the guidelines set by LTFRB and DOTr on reduced capacity, approved routes, and minimum public health safety standards,



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such as but not limited to: "no face mask, no face shield - no travel" policy on both drivers and passengers, and non-permeable transparent membrane installed to separate and protect the driver from the passenger/s inside the vehicle, and among and between the passengers.

- ii. Mandatory wearing of face shields for the drivers and all passengers in public transportation. This requirement shall be in addition to the physical distancing, hand sanitizing, and mandatory wearing of face masks prescribed for commuters.
- iii. A 'no face mask, no face shield – no ride' policy shall be strictly enforced in all public transportation, which includes all vehicles for hire by public such as, but not limited to public utility buses, public utility jeepneys, and tricycles.
- iv. Talking on mobile phones is prohibited inside all public transportation.
- v. **Private transportation** shall be **allowed**, subject to the guidelines provided by DOTr, and the **number coding** of Dagupan under Ordinance 2204-2020.

2.2 BUSINESSES AND WORKPLACES

The following shall be strictly observed in all businesses and workplaces in the City of Dagupan:

a) Mandatory use of face masks

- i. The mandatory and proper wearing of face mask is required in businesses and workplaces, and public spaces. *Proper wearing of face mask means the area between the bridge of the nose just under the eye down to the chin is completely covered;*
- ii. Medical grade masks are highly encouraged and should be properly disposed of;
- iii. Frequent mask handling and manipulation should be avoided.

b) Mandatory wearing of face shields

- i. In addition to proper wearing of face masks, face shields shall be worn in businesses and workplaces;
- ii. A face shield is a face covering, typically made of clear plastic, which covers the nose and the mouth;
- iii. Face shields shall cover the entire face (*completely cover the aides and length of the face. If possible, face shields should extend to the ears and below the chin.*);



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- iv. Visor-type face shields are highly discouraged;
- v. Face shields and masks should always been worn together when interacting with colleagues, clients and/or visitors;
- vi. **All workers, employees, vendors, and market-goers in the public market, satellite markets, supermarkets, grocery stores, and drivers of public utility vehicles are required to wear face shield, in addition to wearing of face mask.**
- vii. Face shields may only be removed according to the demands of the work or when the occupational safety and health of the employees so requires;
- viii. Any person obtaining a service which requires temporary removal of face covering for security surveillance, screening, or need for specific access to the face, such as visiting a bank or while obtaining a health-related service involving the face, may remove the same provided that the removal must be temporary and limited only to the extent necessary to obtain the service;
- ix. Businesses and industries may prescribe the wearing of face shields, in addition to the mandatory wearing of face masks, as a requisite for entry or obtainment of service by a client and/or visitor.
- x. These measures shall be without prejudice to, and subject to additional guidelines that the Inter-Agency Task Force on Emerging Infectious Diseases (IATF-EID) and the Task Force Covid-19 of the City of Dagupan.

c) Other health and safety measures

The following shall likewise be strictly implemented in all offices and establishments:

- i. the **installation of hand washing/sanitizing stations** at entrances and in places frequented by the public or those in high-touch areas;
- ii. the **scheduled disinfection and sanitation**, preferably every three (3) hours, of all facilities and equipment, including lavatories, frequently touched surfaces, wheelchairs, trolleys, countertops, and others;
- iii. mandatory **physical and social distancing measured at least two (2) meters** between individuals in all public spaces; Physical distancing shall be strictly enforced at all times, even when a client/ customer is simply waiting in line. For this purpose, the businesses, offices and establishment shall properly mark and designate where clients/ customers passengers will sit or stand while waiting in line;





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- iv. mandatory **temperature checks in all enclosed and semi-enclosed areas** and if possible, **including open areas** where two or more people shall be gathered;
- v. the **placement of safety precaution posters** bearing reminders to wear face mask, face shield, to practice physical distancing, and regular handwashing and sanitizing.

SECTION 3. PRESCRIBED HEALTH AND SAFETY MEASURES SPECIFIC TO ESTABLISHMENTS, INDUSTRIES, OR ACTIVITIES

The following health and safety measures guidelines specific to establishments, industries or activities shall be strictly enforced -

3.1 PUBLIC MARKETS

- a) **Public markets, which includes the Malimgas Public Market, Magsaysay Fish Market, Galvan Market, Malimgas Market Phase II (Makong), Magsaysay Fish Market Extension, and the public corridors of McAdore area and Centrumart, shall be closed every Thursday of the month for purposes of disinfection.** Market Hours shall be from 4:00 a.m. to 7:00 p.m., subject to implementing rules under a separate executive order or memorandum.
- b) No seller/vendor, worker (*stevedores, porters, delivery personnel, cargo transporters, and ice delivery personnel*), or consignacion owner and employee, shall be allowed to enter and sell or work at the Magsaysay Fish Market without, or if not properly, wearing face mask and face shield, and without presenting their test result negative of Covid-19.
- c) No seller/vendor, worker (*stevedores, porters, delivery personnel, cargo transporters, and ice delivery personnel*), or stall owner and employee, shall be allowed to enter and sell or work at all the other public markets without, or if not properly, wearing face mask and face shield.
- d) **No buyer/market-goer shall be allowed to enter the public markets without, or if not properly, wearing face mask and face shield.**
- e) Designated personnel of the Market Division, the Public Order and Safety Office, and the Market Marshals will be assigned at the points of entry to enforce this directive, duly augmented by the personnel of the Philippine National Police, or the Bureau of Fire Protection.
- f) The compliance of barangay markets or *talipapas* with minimum public health and safety standards shall be the responsibility of the concerned barangay, which shall be held fully accountable in the strict enforcement of these measures.



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3.2 BANKS AND SIMILAR ESTABLISHMENTS

- a) Banks and similar financial establishments, such as pawnshops and remittance centers, are directed to conduct their own comprehensive disinfection of their facilities every week, owing to the volume of clients they attend to during business hours. The conduct of a comprehensive disinfection by specialists is recommended.
- b) Employees of banks and similar establishments are directed to undergo regimented and scheduled Covid-19 testing, preferably every month.
- c) Any test to be conducted by an establishment, whether RT-PCR or rapid antibody-based, shall strictly comply with Department of Health (DOH) and City Health Office protocols on expanded testing for Covid-19, including the qualification and appropriate personal protective equipment of the person administering the test or collecting specimens.
- d) The establishment shall inform the City Health Office or the Task Force Covid-19 of the City of its intent to hold testing and screening of its employees. No testing procedure shall proceed without the presence of personnel from the CHO or the Task Force which shall observe and evaluate the testing and screening process. The CHO or Task Force personnel shall recommend the cessation of the testing process shall any medical and health protocol be violated.
- e) The administration of the barangay where such test will be conducted shall be informed of the intent to hold the Covid-19 testing, but in no way shall the barangay have the authority and prerogative to interfere, prohibit or order the cessation of the testing procedure.
- f) The person qualified or authorized to administer the test or collect specimens shall follow DOH published guidelines on case management, and fill-out Case Investigation Form, and coordinate the same with the City Epidemiological Surveillance Unit.
- g) Pending release of test results, the employees of these establishments must undergo strict quarantine until a negative test result is released.
- h) The establishment shall immediately report to the CHO or the Task Force the names of the Individuals found reactive with Covid-19 rapid test, and shall immediately subject them to confirmatory PCR test, at the expense of the establishment. Pending the release of test result, the suspect and probable Covid-19 cases should be isolated and subjected to strict quarantine either at home or at a government-controlled facility, upon recommendation by the Task Force Covid-19.
- i) Any establishment registering a positive case among its employees shall be immediately ordered temporarily closed, and any activity therein prohibited for such period as may be recommended by the Task Force for purposes of disinfection. During this period, no one shall be allowed to enter the facility,



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except those tasked with the disinfection who must be properly protected for such purpose. The conduct of a comprehensive disinfection by specialists is recommended.

All its employees experiencing symptoms of Covid-19, and those who are close contacts of the positive and suspect cases shall be subjected to PCR test. The City Government must be informed prior to the conduct of any testing. Pending release of test results, the employees experiencing symptoms of Covid-19, and those who are close contacts of the positive and suspect cases must undergo fourteen-day quarantine, or until a negative test result is released.

- j) Other private establishments are encouraged to regularly test their employees. Test kits may be provided by the said entities, to be administered by City Health Office personnel at the City Government's testing facility at the Dawel River Cruise port.
- k) All relevant DOH and CHO protocols, and DTI and DOLE guidelines shall be applied in conjunction with this Executive Order.

3.3 OPERATION OF TONDALIGAN PARK

The Tondaligan Park shall remain open, however, **swimming shall be prohibited until further notice**. Its continued operation shall be subject to strict enforcement of minimum public health standards and the guidelines decreed in this Executive Order, including curfew hours, to be enforced by the Tondaligan Park Administration, Barangay Bonuan Gueset security force, Public Order and Safety Office (POSO), the Philippine National Police, and other auxiliary groups.

3.4 BAN ON SELLING AND SERVING OF LIQUOR AND ALCOHOLIC BEVERAGES

- a) Selling of liquor and alcoholic beverages, including serving and consumption of liquor and alcoholic beverages in public and in all establishments, or while inside private premises but in open and public view shall remain **prohibited**. shall remain prohibited as decreed under Executive Order No. 01, s. 2021
- b) Those in violation of this directive shall be subject to arrest and detention as the facts and applicable laws may warrant.

SECTION 4. REITERATION OF RESTRICTION IN MOVEMENTS

- 4.1 **Persons who are at high risk** of being infected by Covid-19 are strongly directed to **restrict their movements**, to practice physical distancing measures, including avoidance of large groups of people, cancellation of social events, and to remain in their residences, except when indispensable



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under the circumstances for obtaining essential goods and services or for work in permitted industries and offices, to wit:

1. those below eighteen (18) years old, and sixty (60) years old and above,
2. those who are immunocompromised or with co-morbidities, or other health risks, and
3. pregnant women.

4.2 Mass gatherings will still be prohibited, including but not limited to:

- a) movie screenings;
- b) concerts;
- c) sporting events *(except engagement in indoor and outdoor non-contact sports and exercises permitted under IATF guidelines, such as golf, tennis, walking, jogging, running, and biking, badminton, equestrian, swimming, and skateboarding, provided that basic and mandatory health and safety measures are observed);*
- d) other entertainment activities;
- e) community assemblies;
- f) school activities;
- g) fiestas;
- h) balikbayan affairs;
- i) fund-raising events;
- j) other public events that draw huge number of attendees;
- k) non-essential work gatherings.

SECTION 5. RELIGIOUS ACTIVITIES

Religious activities during the quarantine period will be allowed provided that -

- i. The attendees inside the worship hall shall be limited to fifty percent (50%) of the seating capacity.
- ii. Strict observance of physical distancing, defined as the strict maintenance of at least two (2)-meters distance between and among those attending.
- iii. **Mandatory and proper wearing of face mask, face shield, and other facial protective equipment by the attendees, is maintained during the entirety of the activity.** *Proper wearing of face mask means the area between the bridge of the nose just under the eye down to the chin is completely covered.*
- iv. **Congregant and communal singing during mass or worship service, either led by choir/ musical ensembles or in unison, where the possible transmission of the virus through exhaled droplets is increased, is prohibited.**



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- v. There shall be no congregating before or after the mass/ worship service, including sharing of meals or snacks.
- vi. Mandatory temperature checks of all attendees, and disinfection of the pews and the church/ assembly area shall be conducted in between services.
- vii. Installation of hand washing/sanitizing stations at entrances and in places frequented by the public or those in high-touch areas.
- viii. Scheduled disinfection and sanitation in between services of all facilities and equipment, including lavatories, frequently touched surfaces, wheelchairs, trolleys, countertops, and others.
- ix. Compliance with all the other public health measures that may be subsequently promulgated by the national and city government.
- x. The City Government of Dagupan reserves the right to issue order for suspension or cessation of religious service should there be any violation of the prescribed health and safety protocols, and without prejudice to subsequent issuances that the IATF-EID may promulgate relating to mass gathering and religious worship.

SECTION 5. CLASSROOM INSTRUCTIONS.

- a) **No face-to-face or in-person classes, assessments, and examinations** in colleges and universities, and other venues outside of the school, shall be held unless upon **instruction** by the Commission on Higher Education. If permitted, the HEIs shall strictly comply with mandatory and basic health standards that may be set by the City Government, the CHED or the National Government. Activities that involve mass gathering of students shall continue to be prohibited.
- b) For K-12 Basic Education, **no face-to-face or in-person classes** shall be held until the Department of Education **permits and issues guidelines** for the opening of classes.

SECTION 6. PERMITTED ACTIVITIES DURING QUARANTINE

- 6.1 Except as otherwise provided below, all permitted business establishments and activities shall be allowed to operate or undertaken at full operational capacity:
 - a) For food preparation and retail establishments, dine-in service is allowed at 50% capacity;
 - b) For barber shops, salons, massage parlors, sauna bath establishments, facial care, foot spa and waxing salons, at a maximum of 50% of venue capacity;





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- c) For gyms and fitness studios facilities, at a maximum of 50% of venue capacity;
 - d) For libraries, archives and cultural centers, at a maximum of 50% of venue capacity;
 - e) For hotels and similar establishments, at a maximum of 50% of venue capacity;
 - f) For tourist destinations (e.g., water parks, beaches, resorts), at a maximum of 50% of venue capacity;
 - g) Other permitted activities under subsequent IATF guidelines, subject to prescribed restrictions;
 - h) Buffets and salad bars shall not be allowed.
- 6.2 The permitted establishments shall observe the following mandatory and basic health and safety standards:
- i. 'no face mask, no face shield - no entry' policy;
 - ii. installation of sanitizing stations at entrances and in places frequented by the public or those in high-touch areas
 - iii. posters and signages installed at the entrance announcing the number of people allowed inside the establishment at any given time;
 - iv. create more spaces in the dining area and maintain two-meter distances between chairs;
 - v. provide disposable (non-shared) menu booklets
 - vi. provide alcohol-based wipes for patrons and/or touchless soap dispensers in wash areas
 - vii. promote contactless service for dine-in patrons
 - viii. provide disposable cutlery and wash non-disposable cutlery;
 - ix. mark spacing distances in food centers with queue lines, even on those waiting outside the establishment;
 - x. frequently disinfect common spaces.
- 6.3 The Business Permit of any Establishment which refuses to follow, or fails to implement the basic and mandatory public health safety standards may be **revoked or denied renewal** after a review by the Business Permits and Licensing Office.

SECTION 7. RETURNING FILIPINOS AND LOCALLY-STRANDED INDIVIDUALS

Returning OFWs, foreign nationals and residents of Dagupan shall be subject to the **testing and quarantine guidelines** promulgated under Executive Orders Nos. 29 and 29-A, s. 2020.

- 6.4 Border **checkpoints** shall remain in place. Anyone entering Dagupan City shall comply with the QR code requirement, and will be asked to present a valid ID, contact number, and address. Body temperature will be checked, and anyone who exhibits abnormal body temperature will be referred to



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the City Health Office for further assessment and recommendation. **Non-essential entry to Dagupan shall be prohibited.**

SECTION 8. CHECKPOINTS FOR ENFORCEMENT OF QUARANTINE

- a) The Philippine National Police (PNP), Armed Forces of the Philippines (AFP), Bureau of Fire Protection (BFP), City Health Office (CHO), Task Force Covid-19 of the City of Dagupan, City Risk Reduction and Management Office (CDRRMO), and the Public Order and Safety Office (POSO), and their authorized and deputized force multipliers may be directed to set up checkpoints for enforcement of quarantine on the City's exit and entry points. Anyone entering Dagupan City will be asked to present a valid ID, contact number, and address. Body temperature will be checked, and anyone who exhibits abnormal body temperature will be referred to the City Health Office for further assessment and recommendation.
- b) Persons who are allowed entry to the City must be checked for symptoms of Covid-19 infection. Persons manifesting symptoms of COVID-19 infection shall be submitted to the nearest medical or quarantine facility. All persons who gained entry to the City are directed to report to their respective barangays/Barangay Health Emergency Response Team (BHERT) and to observe self-quarantine for fourteen (14) days.

SECTION 9. CURFEW. The curfew from **10:00 p.m. to 4:00 a.m.** shall be implemented in Dagupan City during the pendency of public health emergency. Residents are discouraged from leaving their homes except for work and for buying necessary/essential commodities. Only those authorized persons outside residence can be exempted from the curfew.

SECTION 10. HANDLING OF REMAINS, WAKES AND BURIAL

1. The remains of a person probable, suspected or confirmed Covid-19 fatality, or any person whose death are due to Covid19-like symptoms, **are to be buried, preferably cremated, within twelve (12) hours from time of death** following all protocol and precautionary measures outlined by the Department of Health.
2. **Mass gathering, and gambling, at all wakes are prohibited.** Only immediate family members of the deceased are allowed.
3. **Only funeral procession by motorized cortege, that is with the hearse followed by the mourners inside vehicles, shall be allowed,** and ensuring that the mourners inside the vehicles can observe physical distancing inside the vehicle. Procession on foot shall be prohibited. Mourners on motorcycles, joining the cortege shall be prohibited.
4. There shall be no playing of music on funeral processions; live singing and use of siren during the procession is likewise prohibited. Barangay officials are





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prohibited from joining the procession except when they are an immediate family member of the deceased.

5. The Sanitary Inspectors of the City Health Office are hereby instructed to enforce compliance to these guidelines covering disposal of remains, wakes and funerals, including inspection and supervision of compliance of funeral homes to this executive order.

SECTION 11. PROHIBITION ON COCKFIGHTS AND OPERATION OF COCKPITS. Cockfights and the operation of cockpits are hereby prohibited until further notice.

Persons violating this prohibition shall be subject to arrest and criminal prosecution as the facts may warrant. Establishments in violation of this prohibition shall be subject to revocation or non-renewal of business permit, upon review.

SECTION 11. ENFORCEMENT

- a) The OSBC, CDRRMO, POSO, CHO, the Task Force Covid-19, and the respective barangay councils through the Punong Barangay and their BPSOs, together with the Philippine National Police, the Armed Forces of the Philippines, and the Bureau of Fire Protection are hereby directed to strictly enforce this Executive Order.
- b) Failure to abide by the foregoing guidelines and measures shall be meted with appropriate action, in accordance with relevant laws and regulations.
- c) The Sanitary Inspectors of the City Health Office are tasked to inspect and monitor the compliance of offices and business establishments to the basic and mandatory health and safety measures, and the provisions of this executive order. The Business Permit of any Establishment which refuses to follow maybe revoked after a review by the Business Permits and Licensing Office.
- d) The City Government shall regularly evaluate the restrictions based on findings and recommendations of the Task Force Covid-19 of Dagupan, and subsequent issuances from the National Government, National Agencies, and the IATF-EID.

SECTION 12. MONITORING and REPORTING.

- a) Barangay Officials, BHERTs, and/or their authorized representatives are tasked to make rounds in their respective jurisdictions to ascertain symptomatic individuals and report the same to the City Health Office or the Task Force Covid-19 of the City of Dagupan.
- b) **The enforcement and compliance by the barangays to this executive order and pertinent health and safety measures shall be monitored City Government. Any barangay that fails to properly implement the pertinent guidelines within their jurisdiction will be reported to the DILG for proper action and be subjected to appropriate sanction, without prejudice to the filing of appropriate complaint**



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against the barangay officials who failed to discharge the duties incumbent upon them.

SECTION 13. SANCTION. Persons found in violation of this Executive Order shall be appropriately SANCTIONED, PROSECUTED and PENALIZED under existing national laws and local legislation.

SECTION 14. EFFECTIVITY. The provisions of this Executive Order shall take effect immediately unless otherwise stated, without prejudice to subsequent issuances, orders and guidelines that may be subsequently issued by the City Government or the Inter-Agency Task Force on Emerging Infectious Diseases (IATF-EID).

Issued this 11th day of January, 2021, Dagupan City.

MARC BRIAN C. LIM
City Mayor