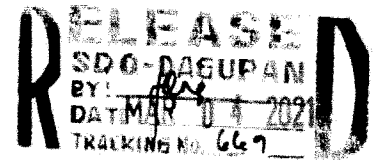




Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY



Office of the Schools Division Superintendent

Division Memorandum No. 57, 2021

MEMO TO: All SDO Dagupan City Personnel
FROM: AGUEDO C. FERNANDEZ, CESO VI
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent, *af*
SUBJECT: ADDENDUM TO THE EXISTING SPECIFIC GUIDELINES ON COVID-19 PREVENTION
AND CONTROL
DATE: March 4, 2021

1. With the improving situation & sudden drop in the number of cases of Covid -19 in the City, wherein some personnel of the SDO had also undergone quarantine & recently recovered, the SDO thru the DTFC reviewed its protocols to impose strict guideline to prevent the transmission & spread of the disease and to secure the safety & protection of all employees.
2. Pursuant to the recommendation of the Division Task Force Covid-19, These guidelines is an addendum to the existing guidelines & protocols issued earlier.
 - A. STRICT IMPLEMENTATION OF GUIDELINES/PROTOCOLS.
 - a. Non wearing of medical/surgical facemask and face shield.
 - b. Inter-office visitation/transactions without very important/urgency of action/s.
 - All transactions shall be made through the following:
SMS/Calls (CP, Intercom) and Messenger.
 - * All offices/units shall have one transaction table near the entrance door wherein submitted reports/documents will be placed.

PENALTIES:

- 1st Offense: Written Reprimand
- 2nd Offense: Deduction of 2 hour from CTO.
- 3rd Offense: Deduction of 4 hours from CTO.
- 4th Offense: Deduction of 6 hours from CTO.



Address: DepEd SDO, Burgos St., Dagupan City
Telephone No.: (075)615-2645/615-2641
Website: depeddagupan.com
Email Address: dagupan.city@deped.gov.ph



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B. Visitor/s Transaction

- * No Face Mask, No Face Shield, No ENTRY.
- * Only those with walk-in transaction tickets shall be allowed to transact business in the office. (EXCEPT visitors/guests of the OSDS which may be allowed entry upon approval of the SDS).
- * Only those cleared in triage area shall enter the SDO premises.

C. Personnel having any of the COVID-19 related symptom shall stay at home and immediately report his condition to the Medical Unit.

D. Personnel/Patient will be given a maximum of 5 working days (AWA) to fully recover from his/her illness and shall present a medical certificate prior to reporting back to work (Medical Certificate not required if reinstated after 3 days).

E. Attendance in any "mass gathering" OUTSIDE the SDO shall be reported to the Task Force and a health declaration shall be submitted online.

F. Conduct of Psychosocial Intervention for all SDO personnel for at least 1-2 hours with the Division DRRM Focal Person as program lead and the Medical Unit.

G. No personnel will be allowed to eat inside the canteen. Orders shall be made through text/call and food be delivered right next to your door.

H. Alternative Working Arrangement shall continue, employees who are on WFH shall make themselves available anytime during working hours, failure to do so without justifiable reason shall be considered absent. (CSC Res.#2000953)

I. Protocols governing the reporting positive cases/suspects and the re-instatement:

- All information of a COVID-19 confirmed or even suspect cases, identity SHALL NOT be revealed to anyone to maintain the Data Privacy Act of 2012, rather to the Medical Unit shall coordinate with the CHO for confirmation.
- For those who are asymptomatic and has been advised home quarantine, can go back to work after submission of a medical certificate issued by the LGU/CHO/MHO/RHU or DepEd Medical personnel who has knowledge/or has monitored the subject personnel.



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J. For any inquiry/counselling/ assistance re: COVID-19 and its prevention and control, please contact the following hotlines:

Teodoro L. Manaois – 09173148529 (SGOD)
Christian Paul Q. Espiritu – 09227904151 (CID)
Glenn Erickson T. Basto – 09227022942 (OSDS)
Noreen B. Vidal – 09064748216 (ALS/Canteen)
Jozzana Q. Peralta-Basto – 09171758055 (Accounting)
Dr. Theresa P. Parayno - 09334621600 (Focal Person)

3. For your strict compliance.



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