



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
Division of Malaybalay City

DM - 2021 - 05 - 259
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: _____ TIME: 1:14 pm
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DIVISION MEMORANDUM
NO. 259 s. 2021

**TO: Chief Education Supervisors and Staff
Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
Unit Heads and Staff
All Other Concerned
This Office**

FROM: VICTORIA V. GAZO, Ph.D., CESO V
Schools Division Superintendent

SUBJECT: DEPED DIVISION OFFICE TESTING PROTOCOL FOR COVID-19

DATE: MAY 19, 2021

1. This Office issues the DepEd Division Office Testing Protocol to provide the internal procedure or system of basic rules that shall be followed in determining who should get tested for COVID-19 infection.
2. The testing protocol adheres to the DepEd Order No. 014, s. 2020 Guidelines on the Required Health Standards in Basic Education Offices and Schools. Defining who will be tested and how testing will be done are indispensable because the cost to conduct testing for all is not within the available resources of the Division Office (DO). Moreover, in the latest issuance of leading centers for disease control and prevention, not everyone needs to be tested. There are considerations for subjecting anyone to testing.
3. Testing is part of an inter-related measure to ensure the health and safety of personnel, which includes strict compliance with the following: physical distancing, wearing of mask and face shield, washing of hands, alternative work arrangement, mental health intervention, detection, tracing, referral, preventive quarantine, and isolation of close contacts, suspects, probable, and confirmed patients.
4. The basis of the testing is the DOH testing Guidelines DM No. 2020-180 or the Revised Interim Guideline on Expanded testing and DM No. 2020-220 or the Interim Guideline on Return-To-Work. The expanded testing is testing of all individuals who are at risk of contracting COVID-19, specifically:
 - (a) Symptomatic cases or suspect cases;
 - (b) History of exposure from travel to a place with community transmission or contact with a confirmed or probable case for at least 15 minutes in less than one (1) meter distance or being confined in an enclosed space for at least two hours and;





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5. Health care workers with exposure. Per the above-described guidelines issued by the DOH, the arrangement from greatest to lowest need for testing is as follows:

| Subgroup | Description |
|-----------------|--|
| Subgroup A | Severe or critical symptoms with exposure |
| Subgroup B | Mild symptoms with exposure and vulnerability or comorbidity |
| Subgroup C | Mild symptoms with exposure |
| Subgroup D | Asymptomatic with exposure and vulnerability or comorbidity |

6. Real-Time Polymerase Chain Reaction (RT-PCR) testing is the methodology to be used for all testing as the gold standard or confirmatory test based on available evidence.
7. All subgroups will be tested for the purpose of ensuring health and safety of all Division Office personnel. Strong coordination with the LGU and DOH will be ensured as source of available resources for testing and isolation.
8. For those not qualified to avail of LGU resources because of testing timeline protocol in the City Isolation Units, this Office, upon the recommendations of its technical experts, shall pay for the RT-PCR testing to be done in either the Philippine Red Cross or a private RT-PCR licensed laboratory, whichever is immediately available.
9. Upon detection and prior testing, the identified personnel shall be isolated in a facility or home quarantined and shall remain in isolation for 14 days from the date of the last contact with a confirmed case or until asymptomatic, whichever is longer.
10. Independent of the testing cost, the Division Office may extend financial assistance in the amount of Four Thousand Pesos (P4,000.00) for every teaching and non-teaching personnel in the Division of Malaybalay City found to be COVID-19 positive in order to cover expenses related to quarantine cost, i.e., accommodation, food, and medicines. This shall likewise be availed of by Job Order personnel detailed in the Division Office. Absence from work due to the required period of quarantine and/or treatment for the COVID-19 shall adhere to the provision of MC No. 08, s. 2020 of CSC or the Revised Interim Guidelines on the Use of Leave Credits for Absences Due to Quarantine and/or Treatment Relative to the Coronavirus Disease-2019 (COVID-19).
11. Discharge and recovery criteria based on DOH DM 2020-01258 shall no longer entail repeat testing. Symptomatic patients and RT-PCR positive who have clinically recovered and are no longer symptomatic for at least three (3) days and have completed at least fourteen (14) days of isolation can discontinue quarantine and tagged recovered without need for further repeat negative testing; Provided that, a licensed medical doctor issues clearance to the patient.
12. Expenses incurred in the implementation of paragraphs (8) and (10) of this issuance shall be chargeable to OSEC-10-20-2944 or any additional funds downloaded by the Central





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Office (CO) for the matter subject to its availability as determined by the Budget Section of this Office. The period covered under paragraph (10) of this issuance shall retroact from the effectivity of the Sub-Allotment Release Order No. OSEC-10-20-2944 which is December 22, 2020.

13. Expenses under this issuance shall be subject to usual accounting and auditing rules and regulations.
14. This Division Memorandum shall supersede Division Office Memorandum No. 259, s. 2021.
15. For information and compliance.

*Reference: RO X Office Memorandum No. 41, s. 2020
/VVG/sylm*



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