

2021-34550



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

DM 2021-06-332
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: JUN 24 2021
TIME: 8:55
BY: [Signature]

Division Memorandum
No. 332 series of 2021

TO : Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Elementary and Secondary School Heads
All Others Concerned

FROM : **VICTORIA V. GAZO, PhD, CESO V**
~~SG~~ Schools Division Superintendent

DATE : June 23, 2021

RE : **CONDUCT OF COVID-19 FORUM AMONG SCHOOL HEADS**

1. In adherence to Division Memorandum 239 s. 2021 re: **PREPAREDNESS, PREVENTION, AND MITIGATING MEASURES FOR COVID-19**, this Office hereby informs the field on the conduct of COVID-19 Forum among School Heads. The objective of which is to discuss COVID-19 Division, Office & School work policy amidst the pandemic and to address issues and concerns relative thereto.

2. Below is the schedule of COVID-19 Forum among **93** School Heads to be spearheaded by the School Health Section personnel per District from June 28, 2021 to July 2, 2021.

DATE	TIME	DISTRICT	VENUE	Pax
June 28, 2021	AM	District 1	Kalasungay CS	8
	PM	District 2	Sumpong CS	12
June 29, 2021	AM	District 10	Zamboanguita CS	13
	PM	District 9	Managok CS	10
June 30, 2021	AM	District 6	Aglayan CS	9
	PM	District 5	Casisang CIS	10
July 01, 2021	AM	District 7	Bangcud CS	10
	PM	District 8	Linabo CS	13
July 02, 2021	AM	District 3 & 4	District 3 Office	8

3. Traveling and other incidental expenses of the participant shall be charged to school funds subject to usual accounting and auditing rules and regulations.

4. Shall there be queries, contact **PAUL REGIE C. MABELIN, MD**, Medical Officer III, through **0932-890-4698**.

Encl.:

As stated

Copy Furnished:
SGOD-School Health Unit
Records Unit



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Republic of the Philippines
Department of Education
 Region X - Northern Mindanao
 DIVISION OF MALAYBALAY CITY

DM-2021-05-239
 DEPED MALAYBALAY CITY DIVISION
 RELEASED
 DATE: MAY 05 2021 TIME: 9:19 AM
 BY: [Signature]

DIVISION MEMORANDUM

No. 239, s. 2021

TO: Chief Education Supervisors, SGOD and CID
 Section/Unit Heads and Staff, OSDS
 Public Schools District Supervisors
 School Heads
 All Others Concerned
 This Division

FROM: **VICTORIA Y. GAZO, PhD., CESO V**
 Schools Division Superintendent

RE: **PREPAREDNESS, PREVENTION, AND MITIGATING MEASURES
 FOR COVID-19**

This Division policy is made in order to mitigate the spread of coronavirus in schools and offices pursuant to the *Department of Health Guidelines on the Risk-Based Public Health Standards for COVID-19 Mitigation* (DOH AO No. 2020-0015) and DepEd Order No. 14 s. 2020 re: *Guidelines on the Required Health Standards in Basic Education Offices and Schools* which are consistent with the *Basic Education Learning Continuity Plan (BE-LCP)*.

All teaching, and non-teaching personnel in the fields including the Division personnel, are enjoined to follow these rules diligently, to sustain a healthy and safe workplace in this unique environment.

SCOPE:

This policy applies to all personnel and staff who physically work in schools and office(s). It is important that everyone responds responsibly and with transparency to these health precautions, thus ensure collective efforts and resilience amidst the pandemic.

POLICY ELEMENTS:

To uphold COVID - 19 responsive workplaces and schools, everyone shall observe the following:





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- Individuals with manifestation of *FLU-LIKE* symptoms, such as cough/sneezing/fever, or feel poorly, are directed to request work from home arrangement from their respective immediate superior.
- Schools shall operationalize the Preventive Alert System in Schools (PASS) for COVID-19 per DM No. 15s. 2020 which provides a systematic relay of information on the learner/teacher's state of health to appropriate personnel and/or agency.
- Personnel diagnosed to have positive COVID-19 and other health related issues, his or her private health and personal data shall be treated with high confidentiality and sensitivity.
- Return to work clearance shall be secured from the Division Medical Officer or from any licensed Physician or Barangay Health Emergency Response Team (BHERT) confirming recovery from Covid 19.
- Individuals in close contact with persons infected with COVID-19 and at high risk of being infected themselves, shall work from home.

Safety precautions and protocols per DM no. 15 s. 2020 (Enclosure No 4, 5. 2020):

- Always wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the 20-second hand washing rule) or use sanitizers/alcohol provided at the office.
- Always wear face mask and face shield when entering the office premises.
- Maintain physical or social distancing with at least 1 meter apart.
- Cough/ sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Limit close contact interaction with anyone, not exceeding 30 minutes.
- Open the windows regularly to ensure proper ventilation. When temperature is above 25 degrees Celsius, air condition unit may be turned on provided that some windows are left opened.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your co-workers and take extra precautionary measures (such as requesting for a sick leave).





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- Disinfect offices and school premises at least once a week (every Friday afternoon) and as deemed necessary anytime.
- Always observe physical distancing especially during lunchbreak.
- Live healthy. Practice DEPED-MC-SHS Lifestyle:

Diet.

Exercise.

Prioritize your health.

Enjoy life.

Drink water.

Mind your stress.

Connectivity

Sleep regularly

Hygiene

Stand up more often

This Division policy shall be subject to change in line with the COVID-19 Inter Agency Task Force guidelines.

For strict compliance.

