



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

DM 2022-01-014
DEPED MALAYBALAY CITY DIVISION
RELEASED 2/15
JAN 10 2022
BY: _____

Division Memorandum
No. D14 series of 2022

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**
Schools Division Superintendent

DATE : January 10, 2022

RE : **DISSEMINATION OF OUA MEMO 00-0122-0028 MEMORANDUM, S. 2022: UPDATED COVID-19 REPORTING PROCESS**

1. This Office hereby informs the field on **OUA MEMO 00-0122-0028 MEMORANDUM, S. 2022: UPDATED COVID-19 REPORTING PROCESS**. All concerned DepEd personnel are enjoined to follow the updated guidelines on the COVID-19 Reporting Procedure. (*Please see attachment*)
2. Widest dissemination and compliance to this memorandum is desired.

Encl.: As stated
Copy Furnished:
SGOD School Health Unit
Records Unit



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
Email Address: malaybalay.city@deped.gov.ph



Republika ng Pilipinas

Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim



OUA MEMO 00-0122-0028
MEMORANDUM
06 January 2022

For: COVID-19 Focal Persons
Information Technology Officers
All Personnel Concerned

Subject: UPDATED COVID-19 REPORTING PROCESS

The Office of the Undersecretary for Administration (OUA), through the Bureau of Learner Support Services-School Health Division (BLSS-SHD) and the Information and Communications Technology Service (ICTS), issues these updated guidelines on the COVID-19 Reporting Procedure for the Department of Education.

CASE REPORTING PROCEDURE:

Step 1. Individual Case Reporting Form (Annex A) shall be completely filled-up by school/office personnel or learners via their respective guardians. COVID-19 classification shall follow latest guidelines from the Department of Health (DOH).

Step 2. Forward the filled-out Individual Case Form to designated COVID-19 Focal Person for recording:

Central Office	Dr. Rainerio Reyes, DepEd Central Office (CO) Clinic
Region & Division Office	Designated Region or Division COVID-19 Focal Persons per BLSS Memorandum dated 28 October 2021
Schools	Designated School COVID-19 Focal Person

Step 3. CO, Regional, and Division COVID-19 Focal Persons shall encode the cases via the COVID-19 Monitoring System (CMS) which can be accessed by the registered focals through <https://cms.deped.gov.ph/>. School COVID-19 Focal Persons shall submit the Individual Reporting Form to the designated division focal person for encoding.

Note that baseline data of recovered cases and deaths from January 2020 to 16 November 2021 were uploaded based on the previously submitted data which are already archived.



Scan this QR Code to view Videos and Magazines of Major Programs



Office of the Undersecretary for Administration (OUA)

(Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO))

Department of Education, Central Office, Meralco Avenue, Pasig City
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo

Step 4. Encoded cases shall be updated as necessary. Personnel or learners shall contact their respective COVID-19 Focal Persons for status updates and vice versa.

Step 5. Summary reports shall be downloaded and re-checked regularly by COVID-19 Focal Persons using the CMS summary and generate case list features. Correction and deletion of wrong entries shall be done by respective COVID-19 Focal Persons. Regional and Division Information and Technology Officers (ITOs) shall provide guidance in using the CMS as necessary and as requested by the Designated COVID-19 Focal Person.

CREATION OF CMS ACCOUNT OF NEW COVID-19 FOCAL PERSONS:

Step 1. Region and Division Focal Persons shall access MS Teams Covid-19 Management System Orientation. Coordinate with respective ITO for the creation of Office 365 Account. Refer to DepEd Memorandum No. 227, s. 2012 for the creation of DepEd Accounts.

Step 2. Fill-out form on List of COVID-19 Focal Person (Annex B).

Step 3. Submit signed form to medical.nursing@deped.gov.ph, copy furnish the Regional COVID-19 Focal Person, and post the form to MS Teams Covid-19 Management System Orientation.

All information shall be collected and processed according to the Data Privacy policies and guidelines of the Department.

For concerns and clarifications on the updated guidelines, please send an email to medical.nursing@deped.gov.ph. For CMS concerns, please send a message through MS Team COVID-19 Management System Orientation.

For immediate and appropriate action.


ALAIN DEL B. PASCUA
Undersecretary



QUAD00-01 22-00 28
- SUPPLIES AND THE SOL. OF THE
- PAPER AND THE LK. LOGS



Annex A

**OFFICIAL REPORT ON CONFIRMED CASE
Individual Case Reporting Form**

Date of Reporting	
Complete Name	
CURRENT STATUS (Stable, Critical, Negative on Repeat Test, Deceased)	
CURRENT LOCATION (Home, Hospital, Quarantine Facility)	
School/SDO/RO	
Designation	
Age	
Sex	
Place of Residence	
Detailed Travel History or Itinerary for the Past 14 days Since Onset of Symptoms	
Possible Exposure to Confirmed Case (if known)	
Types and Dates of Onset of Symptoms (Enumerate all symptoms and respective dates when symptoms started to manifest/Chronological)	
Dates and Places of Consultation (Chronological)	
Date of Laboratory Test for COVID-19	
Date of Release of Result	
Result of Test	
Date(s) and Result(s) of Succeeding Tests (if available at time of reporting)	
Vaccination Status (Vaccinated/ Not Vaccinated)	
Brand and Date of First Vaccination	
Brand and Date of Second Vaccination	
Brand and Date of Booster Shot	
Other updates (e.g. coordination with LGU for contact tracing, other actions taken)	
Name and contact information of patient or family member	

Prepared by:**Verified by:**

Annex B

LIST OF COVID-19 VACCINATION FOCAL PERSONS

Region: _____
Office Telephone Number: _____
Fax Number: _____
Office Email Address (for statistics): _____
Date: _____

Area of Assignment	Name	Position (e.g. Nurse II, PDO, etc.)	Contact Details		Remarks:
			DepEd Email	Office Number and/or Mobile Number	New User or Suspended Account?
Region:					
Division:					
1.					
2.					

*All personal information collected will be used, accessed, stored, and disposed in accordance to the Data Privacy Act of 2012 and the Department of Education Policies.

** Send the filled-up form to medical.nursing@deped.gov.ph with subject line: **COVID-19 Focal Persons**.

Prepared by: _____
Name and Designation

Approved by: _____
Name and Designation of Head of Office