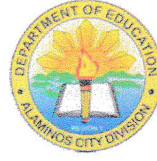




Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OF ALAMINOS CITY
Alaminos City
DIVISION MEMORANDUM



Document Code: **SDO-ALC-OSDS- SDS- QF-001**
Revision: 00
Effectivity Date: 11-16-2018

DIVISION MEMORANDUM
DM-2020-078

MEMO TO : All Division Office Personnel Concerned
All School Heads of Public Elementary and Secondary Schools

SUBJECT : **Creation of a Taskforce for the Management of the Department of Education Alaminos City Division to Novel Coronavirus Acute Respiratory Disease**

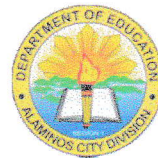
FROM : Schools Division Superintendent

DATE : February 3, 2020

1. The Department of Education (DepEd) Alaminos City Division regards the novel coronavirus (nCoV) Acute Respiratory Disease (ARD) as a matter of serious and urgent concern. It stands ready to contribute to the overall Philippine government efforts for the management of this public health situation.
2. A Taskforce for the Management of the Department of Education Alaminos City Division to Novel Coronavirus Acute Respiratory Disease is hereby created to spearhead the overall efforts of this division within school system in addressing the situation through formulation of policies and development of strategies and action plans.
3. The DepEd Alaminos City Task Force nCoV is composed of the following:
 - a. Policy Group
 - Chairperson: Dr. Lorna G. Bugayong
 - Asst. Chairperson: Aguedo C. Fernandez
 - Members: Wilfredo E. Sindayen
All Education Program Supervisors
Rosalie D. Sarmiento
Freddie B. Peralta
Marife A. Viray
 - b. Operation Group
 - Head: Dr. Arturo R. Viray
 - Members: Quick Response and Recovery Team
SGOD Nursing- Carlo S. Rabanal
Glenn Martin T. Raroque
Abraham B. Asto
SGOD Dental – Dra. Aida B. Cadawas
Deolita R. Ignacio
DRRM – Mario D. Rantayo
Youth Formation – Keith V. Garcia
All School Heads
All Clinic Teachers
All DRRM Coordinators
4. The Task Force is mandated to undertake the following:
 - a. Cooperate with the Department of Health (DOH) and the Inter-Agency Task Force for the Management of Emerging Infectious Diseases in the Philippines on overall Philippine government efforts on addressing the nCoV ARD;



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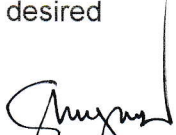
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Policy Level

- b. Coordinate with the DOH for the implementation of its guidelines in response to the situation, including any decision for school/office lockdown or suspension of classes/work in specific localities should a need arise;
- c. Promulgate standard protocols in response to the nCoV ARD in DepEd offices and schools, as well as in activities organized, or participated in, by the Department, which may include travel restrictions if necessary;
- d. Issue advisories which may contain policy directives for implementation and compliance by all DepEd units;
- e. Establish a system to monitor the situation in the Division Office (DO), and schools and regularly meet for assessment and adjustments of existing policy issuances, guidelines, or protocols;
- f. Set up a communication protocol and identify an official portal/platform for prompt dissemination of, and quick access to, relevant official information;
- g. Adopt information dissemination strategies on nCoV ARD and its prevention, control, and management to promote positive health behaviors, and address public fear and anxiety;
- h. Supervise the Operations Group of the Task Force;

Operational level

- i. Monitor the situation in the Division office and schools and ensure the implementation of the DOH guidelines, DepEd standard protocols, and policy directives on nCoV ARD;
 - j. Liaise with the DOH teams who are engaged in the task of tracing individuals who were in contact with and may have been exposed to person/s who are confirmed to have nCoV ARD;
 - k. Work with the DOH on referral, management, and treatment of cases;
 - l. Launch awareness campaigns consistent with the information dissemination strategies adopted by the Policy Group;
 - m. Provide technical assistance to the field offices and schools;
 - n. Network and coordinate with other offices within DepEd, with relevant government agencies and organizations, and with local government units on resource generation, mobilization for public awareness campaigns, technical assistance, referral and treatment, and other needed support;
 - o. Submit regular status updates and situation reports to the Policy Group in the monitoring of the nCoV ARD in offices and schools; and,
 - p. Perform such other functions and activities as may be necessary to carry out the provisions of this Memorandum, or Policy Group may direct.
5. The Secretariat of the Task Force shall be the staff of the School Health Division/SGOD.
 6. For information, contact the School Health Division, SGOD, at cellphone number 09498811126; 09159501975
 7. Immediate dissemination of this Memorandum is desired


LORNA G. BUGAYONG, PhD., CESO VI
Schools Division Superintendent