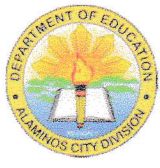
	<p style="text-align: center;">Republic of the Philippines Department of Education Region I SCHOOLS DIVISION OF ALAMINOS CITY Alaminos City <b>DIVISION MEMORANDUM</b></p>		<p>Document Code: <b>SDO-ALC-OSDS- SDS- QF-001</b> Revision: 00 Effectivity Date: 11- 16-2018</p>
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**DIVISION MEMORANDUM**  
**DM-2020-101**

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


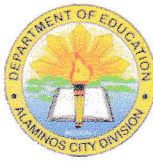
**SUBJECT** : **Amendment to Division Memorandum No. 078, S. 2020**  
**(Creation of a Taskforce for the Management of the Department of Education Alaminos City Division to Novel Coronavirus Acute Respiratory Disease)**

**FROM** : Schools Division Superintendent

**DATE** : February 17, 2020

1. The Department of Education (DepEd) Alaminos City Division issues this amendment to Division Memorandum No. 078, s. 2020 to ensure streamline response to the public health situation brought about by the global spread of the Novel Coronavirus Acute Respiratory Disease (2019-nCoV ARD).
2. The Policy Group of the DepEd Task Force nCoV is dissolved so that the Quick Response and Recovery Team (QRRT) –nCov could take the lead in responding to the 2019-nCoV situation in DepEd, subject to the control and supervision of our superintendent.
3. Based on the forgoing, the composition of The DepEd Alaminos City Task Force nCoV is composed of the following:

Chairperson: Dr. Lorna G. Bugayong  
Asst. Chairperson: Aguedo C. Fernandez  
Asst. Chairperson: 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  
School Nurse of ACNHS – Jennalyn B. Orlanda  
All School Heads  
All Clinic Teachers  
All DRRM Coordinators

	<p style="text-align: center;">       Republic of the Philippines        Department of Education        Region I        SCHOOLS DIVISION OF ALAMINOS CITY        Alaminos City  <b>DIVISION MEMORANDUM</b> </p>		<p>         Document Code:  <b>SDO-ALC-OSDS-          SDS-QF-001</b>          Revision: 00          Effectivity Date: 11-          16-2018       </p>
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4. The function of the Task Force as provided under item no. 4 of Div Memo No. 078, s. 2020 is amended as follows:
  - a. Cooperate with the Department of Health (DOH) and the *Inter-Agency Task Force for the Management of Emerging Infectious Diseases in Alaminos City* on overall city government efforts on addressing the nCoV ARD;  
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;
  - b. 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;
  - c. Promulgate standard protocols in response to the nCoV ARD in Division office and schools, as well as in activities organized, or participated in, by the Department, which may include travel restrictions if necessary;
  - d. Set up a communication protocol and identify an official portal/platform for prompt dissemination of, and quick access to, relevant official information;
  - e. Adopt information dissemination strategies on nCoV ARD and its prevention, control, and management to promote positive health behaviors, and address public fear and anxiety;
  - f. Network and coordinate with other offices within the Division, 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;
  - g. Provide regular status updates and situation reports in the monitoring of the nCoV ARD in offices and schools; and,
  - h. Perform such other functions and activities as may be necessary to carry out the provisions of this Memorandum, or as the Superintendent may direct.
5. The Secretariat of the Task Force shall be the staff of the School Health Division/ SGOD.
6. For information/inquiries, 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