



Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

DIVISION MEMORANDUM
DM-2021-017

TO : All Division Personnel
: Heads of Public Elementary and Secondary Schools

FROM : Schools Division Superintendent

SUBJECT : **SDO'S HEALTH PROTOCOL AND GUIDELINES IN REPORTING AND MONITORING OF COVID-19**

DATE : January 20, 2021

1. This is to inform all Teaching and Non-Teaching Personnel of this division that a Covid-19 Monitoring System is being implemented by the DepEd Information and Communication Technology Service User Support Division and the School Health Section of this Division.
2. In this regards the following will be the step to follow in case personnel in our division is classified under **Suspect, Probable, Confirmed, Close Contact and Other Person Under Monitoring (PUM)**.

Step 1: Report to the Barangay Health Emergency Response Team (BHERT) or the Barangay Health Worker (BHW) or your respective Barangay Chairman to **SECURE MONITORING FORM**.

Step 2: Inform the SDO Covid-19 Focal Persons/Medical Team the following data abiding the Data Privacy Act (09159501975; 09063637963;09778069256)

Complete Name: _____

Age: _____

Address: _____

Contact No.: _____

Position: _____

Start Date of Quarantine _____

Step 3: Once advise for home quarantine, a minimum of 14 days must be completed. If symptomatic, with signs and symptoms such as fever, cough and body malaise, you are directed to quarantine in a COVID-19 isolation facility.

Step 4: Once the quarantine days are completed, go to the City/Municipal Health Office. Bring your Monitoring Form to secure a **MEDICAL CLEARANCE** signed by the government physician (CHO).

Step 5: Once cleared, a certified true copy with seal of the CHO/MHO must be submitted to the office of the Medical Officer III at the Division Office.

3. No **MEDICAL CLEARANCE, NO RETURN TO WORK policy** is strictly implemented.
4. For your information, guidance and strict compliance.


LORNA G. BUGAYONG PhD, CESO V
Schools Division Superintendent