



Republic of the Philippines  
**Department of Education**

Region I  
**SCHOOLS DIVISION OFFICE OF ALAMINOS CITY**

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**DIVISION MEMORANDUM**  
**DM-2021-032**

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

FROM : Schools Division Superintendent

SUBJECT : **CORRIGENDUM TO DIVISION MEMORANDUM NO. 017 , s.  
2021 (SDO's HEALTH PROTOCOL AND GUIDELINES IN  
REPORTING AND MONITORING OF COVID-19)**

DATE : February 3, 2021

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1. This is to reiterate the "No Facemask, No Face shield, No Entry" policy in all offices and schools of this Division.
2. In view of the increasing number of COVID-19 cases in DepEd, all schools of this Division shall designate a point person who will be responsible in getting the details of Teaching and Non-Teaching Personnel who will be classified for quarantine, monitoring and further assessment.
3. The point person of the schools maybe one of the following:
  - a. School Head
  - b. School Health Person/ School Clinic Coordinator
  - c. DRRM Coordinator
4. In this regard, the following will be the revised step to follow in case personnel in our division who may have come into close contact with a confirmed/suspected COVID-19 case.

**Step 1:** Teacher/ Non-Teaching Personnel must report their details (Name, Address and Contact/Cellphone No.) to your school's COVID-19 point person thru SMS/Messenger abiding the Data Privacy Act.

**Step 2:** Your School's COVID-19 person will then submit a consolidated report to the Division's COVID-19 focal person thru SMS/Messenger following the above data format.

**Step 3:** Division's COVID-19 Focal Person will send all required information to the City Health Office.

***With hundred reasons to serve!***

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**Step 4:** The City Health Office's COVID-19 point person will be responsible in doing the identification, classification, listing, interview, and contact tracing.

**Step 5:** Depending on the classification, the T/NTP is required to secure Monitoring Form from the BHERT/Brgy Chairman.

**Step 6:** Update your Division Covid Focal person on what classification and management/quarantine the concerned T/NTP were categorized.

**Step 7:** Upon completion of the duration of the required quarantine days, a medical clearance must be secured and must be submitted to the office of the Medical Officer III.

5. For your information, guidance and strict compliance.

  
**LORNA G. BUGAYONG PhD, CESO V**  
Schools Division Superintendent

***With hundred reasons to serve!***

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