



Republic of the Philippines
Department of Education
REGION IV-A

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

June 26, 2020





DIVISION MEMORANDUM
No. 183, s. 2020

TO: OIC, Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, Schools Governance and Operations Division
Public Schools District Supervisors
Elementary/ Secondary and SHS School Heads
Municipal/School DRRM Focal Persons
All concerned

**GUIDELINES ON TRANSACTING WITH SDO CAVITE PROVINCE AND
SCHOOLS AND OFFICES DURING THE PERIOD OF STATE OF NATIONAL
EMERGENCY DUE TO COVID-19 PANDEMIC**

1. In reference to the listed provisions of law and issuance below, this office announces the guidelines in transacting with SDO Cavite Province and schools and offices during national health emergency due to Covid-19 pandemic:
 - a. Regional Order No.12, s. 2020 Re: Guidelines on Transacting with DepEd Region IV-A CALABARZON during the Period of State of National Emergency Due to Covid-19 Pandemic.
 - b. Item II, (B) Section 7 of Republic Act No. 9155 entitled, Governance of Basic Education Act of 2001 provides that the schools division superintendent shall have the authority, accountability and responsibility for the planning and managing the effective and efficient use of all personnel, physical and fiscal resources of the division.
 - c. Item V (C)(3) of Administrative Order No. 2020-0015 dated April 27, 2020 of the Department of Health with subject: Guidelines on the risk-based public health standards for Covid-19 mitigation provides that all policies, investments and actions shall ensure that Covid-19 mitigation objectives are achieved using the following: -xxx- implement strict physical distancing at all times, especially at public areas, queues and other high traffic areas and -xxx- restrict unnecessary mass gathering and limit non-essential travel and activities.
 - d. Memorandum Circular No. 10 S. 2020 of Civil Service Commission provides for the revised interim guidelines for alternative work arrangements and support mechanisms for workers in the government during the period of national emergency due to Covid-19 pandemic.



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2. Enclosed is the guidelines which shall be adopted only for the duration of the State of National Emergency or until lifted by the President.
3. For more information, you may email Mr. Jay Reyes at depedcavite.drrm@deped.gov.ph
4. Strict compliance to this Memorandum is highly desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

JPR/ DM 183 s. 2020
BU-2009/ 06/23/2020



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Enclosure 1 to Division Memorandum no 183, s. 2020 Guidelines on Transacting with SDO Cavite Province and Schools and Offices During the Period of State of National Emergency Due to COVID-19 Pandemic

**GUIDELINES ON TRANSACTING WITH SDO CAVITE PROVINCE and
SCHOOLS AND OFFICES DURING THE PERIOD OF STATE OF NATIONAL
EMERGENCY DUE TO COVID-19 PANDEMIC**

1. NO MASK, NO ENTRY

1.1 All division office personnel, clients and guests are required to wear protective masks upon entering the Division Office/schools and office premises until the duration of their stay therein.

1.2 Before the personnel, client or guest shall be allowed to enter the gate, he/she should be wearing a mask. If the personnel, client or guest is not wearing one, he/she should be required to put on a mask. Otherwise, the security guard shall not allow him/her to enter the gate.

1.3 Personnel, client or guest, who are 60 years old and above or 20 years old and below shall not be allowed to enter the premises of the division office/schools and office.

2. DISINFECTION

2.1 At the lobby/entrance desk, the personnel, client or guest is required to perform 70% alcohol rub for twenty seconds. However, for visibly dirty hands and after-toilet use, hand wash with water and soap for twenty seconds is required.

2.2 Disinfection of frequently touched surfaces and objects such as but not limited to receiving counters, tables, switches, doorknobs, and workstations shall be done at least once a day.

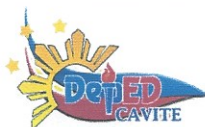
2.3 Assigned personnel for each functional division shall conduct daily monitoring on the availability of hand soaps, sanitizers, and other disinfectants in restrooms and in all entrances and facilities.





3. TEMPERATURE TEST

3.1 The personnel on-duty shall take the temperature of the personnel, client or guest.

3.2 In case the temperature is 38°C and above, the personnel, client or guest shall be referred to the Medical personnel on-duty. The proper Protocol in handling persons with COVID-19 symptoms shall be followed accordingly.

3.3 On the other hand, if the temperature is below 38°C, he/she shall



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be allowed to enter the building.

4. SOCIAL DISTANCING AND MASS GATHERING

4.1 IATF Transition from ECQ to GCQ provides that mass gathering is restricted and the maximum number of persons in a gathering is ten. In compliance thereto, the chief or unit head of the office shall maintain that the number of persons in their office shall not exceed ten.

In case that one room is occupied by two or more functional divisions or units, the same number shall be maintained.

As much as possible no meetings shall be conducted involving more than 10 persons except when badly needed during emergency cases but should not more than 20 persons.

4.2 Each functional division or unit shall reconfigure their workplace to maintain safe distancing. The distance between and among personnel shall be at least 1 meter.

5. ENGINEERING CONTROL

All functional divisions and units shall set their air conditioning unit to unidirectional airflow (one direction).

6. ADMINISTRATIVE CONTROL

6.1 All documents and/or packages shall be handcarried to concerned personnel by assigned staff by the Records Officer.

The personnel from the Records Section, however, shall make sure that the packages and/or documents are well documented and received to track the package or document in case it was lost and to maintain the integrity of the document/package.





6.2 All employees are highly encouraged to bring their own "baon" as they are discouraged to go out of the office premises except when going home.

6.3 Once inside the building, loitering is strictly prohibited.

6.4 Online transactions are highly encouraged for all our clients.

6.5 Personnel who are 60 years old and above shall be required to work from home except if his/her functions require him to report to the office. Other personnel may choose from alternative work arrangements mentioned in Memorandum Circular No. 10 S. 2020 of the Civil Service Commission.



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