



Republic of the Philippines  
**Department of Education**  
REGION IV-A  
**SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**

February 15, 2021

**DIVISION MEMORANDUM**No. **050**, s. 2020

TO: OIC, Assistant Schools Division Superintendents  
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

**UPDATED GUIDELINES ON HEALTH AND SAFETY PROTOCOLS IN  
TRANSACTIONING AT SDO CAVITE**

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. Division Order no. 183, s. 2020 Re: Guidelines on Transacting with SDO Cavite province during the Period of State of National Emergency Due to Covid-19 Pandemic.
  - b. Division Order no. 192, s. 2020 Re: Health protocols at DepEd offices and schools in Cavite Province during Covid-19 pandemic.
  - c. Division Order no. 41, s. 2021 Re: Guidelines in handling and managing of reported Covid-19 cases and close contacts at the SDO-Cavite offices and schools.
  - 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.
  - e. IATF resolution no. 88, s. 2020 Re: Omnibus Guidelines on the implementation of community quarantine in the Philippines
2. The guidelines included in the above Memorandum shall be implemented accordingly.
3. For more information, you may contact Mr. Jesselle Mark P. Reyes at 09955824459 ([depedcavite.drrm@deped.gov.ph](mailto:depedcavite.drrm@deped.gov.ph)).

**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

JPR/ DM 050 s. 2021  
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*Enclosure 1 based on 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*

**UPDATED GUIDELINES ON HEALTH AND SAFETY PROTOCOLS FOR  
TRANSACTIONING IN SDO CAVITE**

**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 protective 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 All clients must fill up the contact tracing log sheet form before entering the division premises, observance of sanitizing hands before and after writing in the form is encouraged.

1.4 Please refer to DM no. 41, s. 2021 for guidelines in contact tracing of personnel and clients.

**2. DISINFECTION**





2.1 At the lobby/entrance desk, the personnel, client, or guest must perform proper handwashing for twenty seconds and hand sanitation with the use of alcohol upon entering. Hand sanitation, frequent handwashing before and after toilet use, eating, and transacting with contacts are highly encouraged. These reminders will be done thru public addresses every 2 hours using our central audio and monitors through infomercial

2.2 Disinfection of frequently touched surfaces and objects, such as but not limited to receiving counters, tables, switches, doorknobs, and workstations, especially in the waiting areas and main entrance, shall be done at least twice a day (at 7:30 am and 4:30 pm)

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.

2.4 Assigned personnel must wear proper PPE's for their safety



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**“Serbisyong Pang-Edukasyong Tapat at Sapat para sa Batang KABITENYO”**



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**3. TEMPERATURE TEST**

3.1 The personnel on-duty shall take the temperature of the personnel, client or guest. The provision and usage of non-contact thermal scanner is highly encouraged for the safety and comfort of our personnel in-charge.

3.2 In case the temperature is **37.5°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 **37.5°C**, he/she shall be allowed to enter the building. *(Please follow the algorithm of the Division health protocol)*

**4. SOCIAL DISTANCING AND MASS GATHERING**

4.1 IATF transition from GCQ to MGCQ provides that mass gathering is restricted, and the maximum number of persons in a group is 50% of the operational capacity. In compliance with that, the section chief or unit head shall maintain that the number of persons transacting in their office be limited.





As much as possible, no meetings shall be conducted involving more than 10 persons except when needed during emergency cases but should not be more than 20 persons. In line with this, our division needs to provide the following.

- Standardize tents for waiting areas in the main entrance and front of the SGOD building
- Each functional division or unit shall reconfigure its workstation to maintain safe distancing. The distance between and among personnel shall be at least 1 meter.
- Repositioning of tables and chairs in the queuing area (lobby)
- Designated safety and roving officers to remind the personnel and clients to observe physical distancing

**5. ENGINEERING CONTROL**

- All functional divisions and units shall set their air conditioning unit to unidirectional airflow (one direction)
- Provision of standard handwashing facilities in strategic areas (e.g. main entrance, in front of medical building and in supply office)
- Provision of non-contact thermal scanner and automated alcohol dispenser
- Provision of at least **five** proper size tents for waiting areas



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- Maximize the usage of our central audio and monitors for the reiteration of our health protocols
- Installation of acrylic barriers in strategic areas (e.g. transaction areas with numerous clients, main entrance)





**6. ADMINISTRATIVE CONTROL**

- Alternative work arrangements mentioned in Memorandum Circular No. 10 S. 2020 of the Civil Service Commission
- In case of seminars and emergency meetings, all personnel are encouraged to observe open ventilation in closed areas.
- No more than 20 persons in the areas (waiting area, seminar, and meeting hall)
- All personnel are encouraged to bring their food and eat with social distancing and proper handwashing before and after eating. Talking to each other is allowed after eating with masks, and face shields are worn.
- Reiteration of division memorandum regarding wellness for the employees
- Announcements of proper handwashing, sanitizing, and physical distancing using public addresses (central audio or monitors) every two hours.
- Memorandum regarding the assignment of nurses in the main entrances and designation of safety and roving officers
- Established a structured organizational chart for safety and health committee
- Additional signage's and IEC materials for proper handwashing and distancing

**7. Use of PPE**

- All personnel and clients are required to wear a protective mask at all times.
- Wearing a face shield is highly encouraged.



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