



BU – 341  
6/3/20

Republic of the Philippines  
**Department of Education**  
REGION IV-A

**SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**

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**June 3, 2020**





DIVISION MEMORANDUM  
NO. 161, s. 2020

To: Assistant Schools Division Superintendent  
Chief, School Governance and Operations Division  
Selected Division medical and dental personnel  
Public Schools District Supervisors  
Municipal Disaster Risk Reduction and Management focal persons  
All Concerned

**TRANSITIONING TO THE NEW NORMAL: HEALTH AND SAFETY PROTOCOLS AND  
INFECTION PREVENTION AND CONTROL IN THE WORKPLACE AND  
SCHOOL CLINICS WEBINAR**

1. To continuously equip its human resource, especially front liners, in preparation for the new normal workplace and the opening of SY 2020-2021, DepEd Cavite shall conduct a webinar anent the health and safety protocols and infection prevention and control measures in the workplace and school clinics thru **on June 5, 2020 and June 13, 2020, 10:00 a.m.– 12:00 n.n. via Google Meet.**
2. Primarily, this webinar aims to capacitate the participants on workplace management as they transition to the new normal. Specifically, it aims to:
  - a) familiarize the participants on the key components of the new normal workplace;
  - b) review the nature of SARS-COV-2;
  - c) discuss Infection Prevention and Control in the Workplace - its key concepts and reference guidelines;
  - d) provide guidance to the workplace-specific preparation for Infection Prevention and Control in the Workplace; and
  - e) provide an avenue for clarifications
3. The webinar will involve 133 Division medical officers, dentists, nurses, and dental aids and municipal Disaster Risk Reduction and Management (DRRM) focal persons.
4. Participants are enjoined to **pre-register through this link [depd.in/DepEdCavitewnormal](https://depd.in/DepEdCavitewnormal) until June 4, 2020 (Thursday), 3:00 p. m.** Joining information shall be sent through the email address on June 5, 2020.



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5. Attached are the program matrix and the list of program management team and their terms of reference.
  
6. For other related concerns, kindly contact the training program proponents thru these number 09272765033.
  
7. Immediate dissemination of this Memorandum is highly desired.

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

ATC/ DM-161,S.2020  
BU-341/(06/02/2020)



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**SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**

Attachment 1 to Division Memorandum No. \_\_\_ s. 2020 titled *TRANSITIONING TO THE NEW NORMAL: HEALTH AND SAFETY PROTOCOLS AND INFECTION PREVENTION AND CONTROL IN THE WORKPLACE AND SCHOOL CLINICS WEBINAR*

**PROGRAM MATRIX**

DATE/TIME	TOPIC/ACTIVITY	RESOURCE SPEAKER/ FACILITATOR
<b>Phase 1 (June 5, 2020)</b>		
10:00-10:15	PRELIMINARIES National Anthem Prayer Opening Message Presentation of Objectives Webinar Protocols/ Etiquette Pre-test	<b>PMT</b>
10:15-11:45	Workplace Management in the New Normal	<b>Pearl Oliveth Intia, MD</b> Medical Officer IV, RO IV A
11:45-12:00	<ul style="list-style-type: none"> <li>• Post-Test</li> <li>• <b>Open Forum</b></li> <li>• Accomplishment of Attendance and Evaluation Form</li> <li>• Ways Forward</li> <li>• Closing Program</li> </ul>	<b>PMT</b>
<b>Phase II (June 13, 2020)</b>		
10:00-10:15	PRELIMINARIES National Anthem Prayer Opening Message Presentation of Objectives Webinar Protocols/ Etiquette	<b>PMT</b>
10:15-11:45	Infection Prevention and Control in the Workplace and Schools Clinics	<b>Pearl Oliveth Intia, MD</b> Medical Officer IV, RO IV A
11:45-12:00	<ul style="list-style-type: none"> <li>• Post-Test</li> <li>• <b>Open Forum</b></li> <li>• Accomplishment of Attendance and Evaluation Form</li> <li>• Ways Forward</li> <li>• Closing Program</li> </ul>	<b>PMT</b>



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*Attachment 2 to Division Memorandum No. \_\_\_ s. 2020 titled TRANSITIONING TO THE NEW NORMAL: HEALTH AND SAFETY PROTOCOLS AND INFECTION PREVENTION AND CONTROL IN THE WORKPLACE AND SCHOOL CLINICS WEBINAR*

**PROGRAM MANAGEMENT TEAM**

**EXECUTIVE COMMITTEE**

**ROMMEL C. BAUTISTA**

Schools Division Superintendent

**GALILEO L. GO, CESE**

Assistant Schools Division Superintendent

**DIANA P. TOPACIO**

Chief, School Governance and Operations Division

**ELPIDIA B. BERGADO**

Chief, Curriculum Implementation Division

**ANGELITA C. ORENCIANO, MD**

Medical Officer III

**Registration:** Renee Jane Rustia  
**Program:** Alvin T. Cayetano  
**Technical:** Rey Ann M. Avilla  
**Documentation:** Renee Jane Rustia, Rey Ann M. Avilla  
**QATAME:** c/o Monitoring and Evaluation Unit

**Terms of Reference of Program Management Team**

**Registration** -in charge of securing the attendance of the participants





**Program** – takes charge of the program flow of activity

**Technical** - ensure the smooth flow of the program

**Documentation** – in charge photos and narrative report of the activity

**QATAME** – responsible for the quality assurance of the activity through evaluation process



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