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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

DepEd Task Force COVID-19
MEMORANDUM No. 364
07 April 2021

For: **Undersecretaries**
Assistant Secretaries
Bureau and Service Directors
All Others Concerned

Subject: **ADDITIONAL COVID-RELATED MEASURES AT THE**
CENTRAL OFFICE IN VIEW OF THE EXTENSION OF ECQ

In light of the continuing surge of COVID-19 cases nationwide, Metro Manila, Bulacan, Cavite, Laguna, and Rizal will remain under the strictest community quarantine status, for one more week, as Spokesperson Harry Roque announced on April 3, 2021.

At the national level, the Department of Health (DOH) recorded a total of 812,760 cases with 9,373¹ new cases of April 6, 2021. The National Capital Region (NCR), Region IV-A and Region III have the most number of cases while top cities/provinces are Quezon City, City of Manila, Cavite, Rizal, and Laguna.

For the past week, the following are noted:

- **COVID-19 cases in the DepEd-Central Office (CO) have spiked with an average of 3.5² increase** in the number of cases from March 25 to April 1, 2021.
- Based on the data of the Central Office (CO) Clinic and Disaster Risk Reduction and Management Service (DRRMS), as of April 6, 2021, the **CO has 67.3% or 33 active and 32.7% or 16 recovered cases, out of the 49 total number of cases.**
- The highest number reported so far was **on April 6, 2021 with a total of 49.**
- Also, as of April 6, 2021, **NEAP has already accommodated 11 active cases and is in full capacity.** There is 1 active case in isolation in an LGU accredited hotel facility, 1 active case in a quarantine facility, and 20 active cases on home quarantine.

¹ COVID-19 Tracker as of April 3, 2021

² DRRMS and CO-Clinic Data as of April 1, 2021



Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

Department of Education, Central Office, Meralco Avenue, Pasig City
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In light of this continuous surge of cases and the extension of the Enhanced Community Quarantine (ECQ) in the abovementioned areas from April 5-12, 2021, **the DepEd Task Force on COVID-19 (DTFC) recommended to the Secretary several measures to be implemented at the Central Office.**

The following have been approved by the Secretary as of today:

- **Heads of offices shall submit the final list of the reduced skeleton workforce for all offices under their strand to the Bureau of Human Resources and Organizational Development (BHROD)** who will collate the lists before transmitting to the Office of the Undersecretary for Administration (OUA) and the Central Security and Safety Office (CSSO);
- **CO employees who will be physically reporting to work on April 8, 2021 and onward, apart from strictly adhering to the required minimum health standards, shall undergo Antigen test, and an RT-PCR if the Antigen test yields a positive result.** A negative result is required prior to reporting to work. Employees required to report on-site shall be provided with shuttle services by the Administrative Services-General Services Division (AS-GSD);
- **All face-to-face trainings and assemblies are suspended;**
- The Administrative Service, particularly the Records Division and the General Services Division, study and, if appropriate, immediately **create a Document Transaction Hub where documents can be deposited and/or claimed** to reduce risk of infection spread by limiting movements of personnel;
- Pursuant to IATF Resolution No. 106, s. 2021, **CO Health Workers and employees who are senior citizens and with comorbidities can now register for vaccination under the Pasig City government.** Details regarding the registration, profiling, and screening is available through the following links:
 - a. For employees with comorbidities - <http://bit.ly/ProfilingComorbids>
 - b. For senior citizens - http://bit.ly/Profiling_SC
 - c. For healthcare professionals - <http://bit.ly/PrivateHCWlist>

For further inquiries, please contact the DepEd Task Force COVID-19 through Director Robert Agustin of the Administrative Service at telephone number (02) 86337223 or email as.od@deped.gov.ph and Doctor Rainerio Reyes of the DepEd CO Clinic at telephone no. (02) 8633-7214 or email at co.clinic@@deped.gov.ph

For strict compliance.



ALAIN DEL B. PASCUA

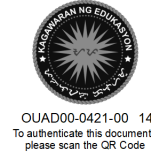
Undersecretary

Chairperson, DepEd Task Force COVID-19



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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0421-0014
MEMORANDUM
07 April 2021

For: **Office of the Secretary**
Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Chiefs of Offices/Units
All Others Concerned

Subject: **ADVISORY ON SUPPORT MECHANISMS FOR PERSONNEL**
REPORTING ON-SITE IN THE CENTRAL OFFICE

Pursuant to Office Order No. 014, s. 2021 dated March 30, 2021 entitled “*Supplemental Guidelines on the Alternative Work Arrangements in the Department of Education – Central Office during the Period of State of Public Health Emergency due to the Covid-19 Pandemic*”, the Office of the Undersecretary for Administration (OUA) through the Administrative Service (AS) shall provide the following support mechanisms for personnel reporting on-site in the DepEd Central Office, to wit:

Support Mechanisms	Frequency / Mechanics	Office-in-Charge / Head of Office / Contact Information
Medical and Nursing Staff	<ul style="list-style-type: none">Health and wellness assessments shall be conducted on all employees, including clinical services rendered, as may be necessary to ensure the health and safety of all personnel	Medical Clinic Dr. Rainerio Reyes 0939-9129668 8633-7214 rainerio.reyes@deped.gov.ph co.clinic@deped.gov.ph
Disinfection/ sanitation of offices, grounds, and facilities	<ul style="list-style-type: none">Conducted twice daily during working days <i>before 7 AM and after 4PM, and urgently as necessary</i>	General Services Division Florentino Barte 0915-8216184 8633-6680 florentino.barte@deped.gov.ph as.gsd@deped.gov.ph



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<p>Disinfection of all internal and external documents thru the use of appropriate disinfection lamps or light sterilizers</p>	<ul style="list-style-type: none"> ▪ Equipment to be distributed to all offices ▪ Operationalization of a Records Hub in a designated place within the Central Office for the centralized handling and management of records and documents 	<p style="text-align: center;">Records Division Nanette Mamoransing 0917-8207414 8633-7218 nanette.mamoransing@deped.gov.ph as.rd@deped.gov.ph</p>
<p>Distribution of Face Masks, Face Shields, Alcohol, and Liquid Hand Soap</p>	<ul style="list-style-type: none"> ▪ To be distributed every Monday morning ▪ Distribution of the items will be based on the number of authorized personnel reporting for work (on-site) per Office. 	<p style="text-align: center;">Asset Management Division Maritess Ablay 0917-1868907 8635-0551 maritess.ablay@deped.gov.ph as.amd@deped.gov.ph</p>
<p>Transportation Services</p>	<ul style="list-style-type: none"> ▪ Regular implementation during work days (before 6 am and after 4 pm), subject to timely submission of Work Schedule of Personnel no later than Thursday of the preceding week ▪ Schedule of Transportation Services shall be issued appropriately for the information and guidance of all offices and employees 	<p style="text-align: center;">General Services Division Florentino Barte 0915-8216184 8633-6680 florentino.barte@deped.gov.ph as.gsd@deped.gov.ph</p>
<p>Rapid Test / RT - PCR Test</p>	<ul style="list-style-type: none"> ▪ Rapid antibody tests will be administered to skeleton staff before entering DepEd premises, while waiting for the availability of the Rapid Antigen test kit. A negative result is required prior to reporting to work. ▪ Employees going on official field assignments need to secure a negative RT-PCR result two (2) days before the start of their travel and one (1) day before their actual date of return to duty. ▪ Testing will be done when situations and conditions warrant any personnel to 	<p style="text-align: center;">Medical Clinic Dr. Rainerio Reyes 0939-9129668 8633-7214 rainerio.reyes@deped.gov.ph co.clinic@deped.gov.ph</p>



	<p>undergo RTPCR test, as determined by the DepEd Task Force Covid-19.</p> <ul style="list-style-type: none"> Confirmatory RT-PCR tests for employees and/or officials concerned shall be conducted upon the recommendation of the Medical Clinic Physician. As an immediate precautionary measure, all Service Vehicle Drives of Officials and those under the Motor Pool shall undergo regular Rapid Antibody Tests and/or RT-PCR Tests every 10 days. 	
Temperature Checking	<ul style="list-style-type: none"> Implemented by the security guards at the entrances for all personnel Personnel with a temperature reading of 37° and above will not be allowed to enter the Central Office 	<p>Central Safety and Security Office Marviedil Huelar 0917-5200398 8633-7253 marvie.huelar@deped.gov.ph cso@deped.gov.ph</p>
Table/Window Barriers	<ul style="list-style-type: none"> Acrylic barriers shall be installed in all offices upon the availability of supplies 	<p>General Services Division Florentino Barte 0915-8216184 8633-6680 florentino.barte@deped.gov.ph as.gsd@deped.gov.ph</p>

In addition, visitors shall stay only at the holding and waiting area near the Emergency Exit Gate (along Capt. Henry Javier Street.) Also, deliveries of food, water, mail, and online delivery items will only be accepted outside the Emergency Exit Gate.

For further clarifications, issues, and concerns, you may contact the above-mentioned offices thru their corresponding telephone numbers and email addresses.

For strict compliance.



ALAIN DEL B. PASCUA
Undersecretary





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Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0421-0018
MEMORANDUM
07 April 2021

For: **Undersecretaries**
Assistant Secretaries
Bureau and Service Directors
All Others Concerned

Subject: **ADDITIONAL HEALTH PROTOCOLS AND**
RESPONSIBILITIES FOR ALL SERVICE VEHICLE DRIVERS
IN THE DEPED CENTRAL OFFICE

To further strengthen health safety preventive measures, the Office of the Undersecretary for Administration (OUA) releases the following additional health protocols required for all service vehicle drivers in the Department of Education Central Office (DepEd CO) in coordination with the Central Office Medical Clinic:

Additional Health Protocols

- a. Weekly health assessment every Monday morning, or the first work day of the week if a Monday is declared a holiday, to be administered by the Central Office Medical Clinic;
- b. Rapid antibody tests every 10th, 20th, and at the end of each month to be conducted by the DepEd Medical Clinic, the results of which shall be subject to the evaluation and recommendation of the Clinic's Medical Doctor; and
- c. Observance of physical distancing among the drivers whenever they are in the Drivers's Lounge or Quarters, or in such other places within the Central Office, compliance of which shall be strictly monitored and reported by the Central and Safety Security Office.

In relation to these health safety measures, the following are the responsibilities of all service vehicle drivers to be implemented in coordination with the General Services Division (GSD) and Asset Management Division (AMD):



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Responsibilities of service vehicle drivers

- a. Installation of plastic barriers on every service vehicle;
- b. Provision of alcohol in all service vehicles for the use of both the drivers and passengers;
- c. Regular disinfection/sanitation of every service vehicle should be conducted before and after each scheduled trip (***before 6 am and after 4 pm***) and as urgently as necessary;
- d. Limit capacity per service vehicle to 50% only (refer to attached seating layout per vehicle: van, coaster, AUVs); and
- e. Keep a record of passengers in every trip, taking note of their seating arrangement inside the vehicle; the attached seating layout shall be used as a template for recording and should be submitted to the GSD for every completed trip.

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Undersecretary



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Attachment 1

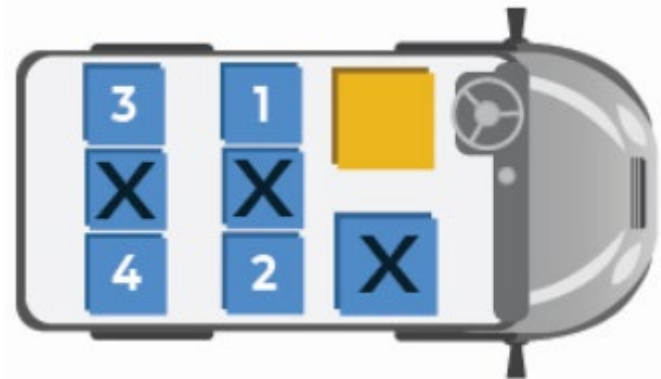
SEATING LAYOUT AND RECORD FOR CO SERVICE AUV (AVANZA)
(maximum 4 passengers + 1 driver)

Date of Trip: _____

Time of Trip: _____

Driver's Name: _____

Plate No.: _____



Passenger List (according to seating arrangement):

Full Name	Office
Seat #1	
Seat #2	
Seat #3	
Seat #4	

Completed by:

Driver's Name and Signature

Attachment 2

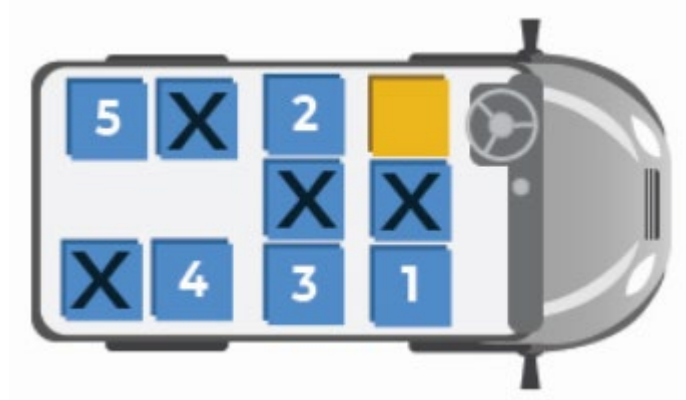
SEATING LAYOUT AND RECORD FOR CO SERVICE AUV (ADVENTURE)
(maximum 5 passengers + 1 driver)

Date of Trip: _____

Time of Trip: _____

Driver's Name: _____

Plate No.: _____



Passenger List (according to seating arrangement):

Full Name	Office
Seat #1	
Seat #2	
Seat #3	
Seat #4	
Seat #5	

Completed by:

Driver's Name and Signature

Attachment 3

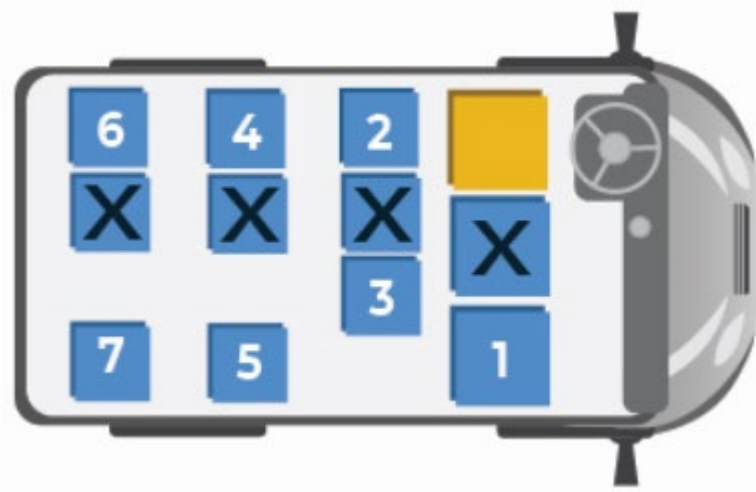
SEATING LAYOUT AND RECORD FOR CO SERVICE VAN (HI-ACE)
(maximum 7 passengers + 1 driver)

Date of Trip: _____

Time of Trip: _____

Driver's Name: _____

Plate No.: _____



Passenger List (according to seating arrangement):

Full Name	Office
Seat #1	
Seat #2	
Seat #3	
Seat #4	
Seat #5	
Seat #6	
Seat #7	

Completed by:

Driver's Name and Signature

