



Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division
Superintendent

19 October 2020

DIVISION MEMORANDUM

No. 291, s. 2020

REVISED DIVISION OFFICE COVID -19 TASK FORCE

To: Division Office Officials and Personnel
All others concerned

1. The Division Office Task Force will be responsible for the implementation of the Health and Safety Protocol in the office in relation to the COVID – 19 Pandemic. This includes but not limited to maintenance of sanitation, regular disinfection, physical distancing and assist personnel transacting in and out of the office to follow the required minimum health standards as stated in DepED Order No. 14 s. 2020.

2. The Task Force is composed of:

Chairman: Jonathan S. Dela Pena, Ph. D. CESO V
Schools Division Superintendent

Vice – Chairman: Nimfa R. Lago, MSPh, Ph. D. CESO VI
Asst. Schools Division Superintendent

Members:

Dr. Erlinda Dael - Chief, Curriculum and Instruction Division
Dr. Teresa Absin - Chief, Schools Governance and Operation Division
Dr. Vida C. Suganob - Medical Officer III – Head, School Health Section
Love Joy M. Montecillo – Nurse II – Division COVID -19 Focal Person
Cirilo Rubiato – PDO - Division DRRM Coordinator
Dr. Ingrid Hebron - Administrative Officer V
Mark Lorren Tejano - Budget Officer/ OIC Accounting Section
Eleanor P. Cruz - Supply Officer
Engr. Sandy Simo - Division Engineer
Engr. Freddie Jun Delig – Information Officer
School Health Personnel
Education Program Supervisors
Senior Education Program Specialist
Division Office Personnel

3. Attached to this Memorandum is Enclosure No. 1 - Functions of the Task Force

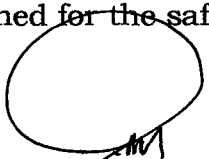


Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000
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4. Cooperation of all division office personnel is enjoined for the safety of everyone.


JONATHAN S. DELA PEÑA, PhD, CESO V
Schools Division Superintendent

Encls.: As stated

References: DepEd Order No. 14, s. 2020; DM No. 11, s 2020

To be indicated in the Perpetual Index
under the following subjects:

COMMUNICATIONS
POLICY

RULES AND REGULATIONS

SGOD, SHS - VCS

Page 1 Title of the Memo: Revised Division Office COVID 19 Task Force



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Enclosure No. 1 to Division Memorandum No. 291 s., 2020

Functions:

1. SDS/ ASDS
 - Approve on the use of schools as isolation or quarantine area
 - Determine school or office lockdown affected by COVID 19
 - Approve suspension of office works
 - Supervise operation of the COVID 19 Task Force
2. SGOD
 - Issue advisories on the implementation and compliance of the schools on health protocols
 - Monitor schools virtually
3. CID
 - Assist in information dissemination in schools
 - Monitor and supervise schools virtually
4. Health Section
 - Coordinate with LGU/ DOH for the implementation of health protocols
 - Coordinate with LGU for gathering of data (positive, suspect and probable cases)
 - Submit daily status updates and situation on COVID 19 to DepEd Central Office cc. DepEd Region X
 - Screening of division personnel and guest thru Health Declaration Form to include temperature monitoring
 - Assist / facilitate the referral of DepED personnel in close contact with positive cases to DOH/LGU
 - Assist LGU/BHERTS in monitoring vital signs and signs and symptoms of respiratory infection of DepEd personnel in isolation or quarantine areas
 - Conduct lectures/health talk on COVID -19
 - Refer cases with signs and symptoms of respiratory infections to hospitals for treatment and or work – up
 - Assess and treat cases manifesting respiratory infections not related to COVID 19
 - Ensure and monitoring of health protocol implementation in schools
5. DRRM
 - Coordinate and facilitate the approval of schools to be used as quarantine or isolation areas
 - Make sure COVID signages are in place and implemented well
 - Monitor schools used as quarantine/ isolation area
6. Administrative Section
 - Implement safety protocols (use of footbath, wearing of face mask and face shield, performing of handwashing) prior to entering the office
 - Schedule the regular disinfection of offices
 - Maintain a clean and safe environment for personnel
 - Physical arrangement of office fixtures to include arrangement of chairs in the holding area and conference room



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7. Budget/ Accounting Section
 - Allocate budget for COVID 19 supplies and materials

8. Supply Section
 - Purchase and distribution of COVID 19 supplies and materials
 - Make sure of adequate supply of 70% alcohol for disinfection and liquid /bar soap for handwashing.
 - Provide adequate supply of printed **Health Declaration Form** used in contact tracing

9. Engineering Section
 - Make facilities available for implementation health and safety protocols as putting up of handwashing facilities and office barriers to prevent COVID transmission

10. Information
 - Assists in the dissemination of information through posting of memoranda, advisories and others for the office and field personnel



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