



Republic of the Philippines

**DEPARTMENT OF EDUCATION
REGION VI- WESTERN VISAYAS**



SCHOOLS DIVISION OFFICE OF KABANKALAN CITY

February 5, 2020

DIVISION MEMORANDUM

No. 39 s, 2020



**2019-nCoV ARD- RISK REDUCTION AND IMMEDIATE RESPONSE TASK
FORCE**

To: **Assistant Schools Division Superintendent
Chief of Curriculum Implementation Division
Chief of School Governance and Operations Division
Public Schools District Supervisors
Public Elementary and Secondary Schools
All Others Concerned**

1. Pursuant to DepEd Memorandum (DM) No. 011, s. 2020, titled **Creation of Task Force for the Management of Department of Education Response to Novel Coronavirus Acute Respiratory Disease (2019-nCoV ARD)**, the Schools Division Office of Kabankalan City, adheres to the directive on the containment and neutralization of the spread of the 2019-nCoV ARD through the **creation of Division and School Task Force** which shall ensure the health and safety of learners and personnel.
2. In response to the emerging concern over the outbreak of coronavirus, all DepEd personnel are hereby directed to coordinate, adopt and implement the guidelines issued by the Division or School Task Force respectively.
3. The Division and School Task Force are enjoined with the following responsibilities:
 - a. Coordinate with Local Government Unit (LGU), Department of Health (DOH) for any measures, issuance and guidelines relative to the management and response to the above-mentioned outbreak;
 - b. Disseminate verified and approved up to date information from reliable and official sources such as the DOH and DepEd to avoid engendering paranoia which may lead to social unrest within the community;
 - c. Work with the DOH on referral, management, and treatment of cases;

- d. Intensify campaigns which shall tackle the nature of the 2019-nCoV ARD, ways of transmission, and signs and symptoms;
 - e. Closely monitor and report the health status of personnel and learners, and appropriate management and referral of persons exhibiting respiratory infections (e.g. coughs, colds, fever, and other related symptoms) to Barangay Health care Providers and Division Task Force;
 - f. Strengthen the implementation of Wash in School and make handwashing a habit;
 - g. School Task force is enjoined to report daily to respective Public Schools District Supervisors by accomplishing the attached reporting form;
 - h. All offices and schools shall utilize existing referral systems as indicated in the School Health and Nutrition Service Manual for personnel and learners who are exhibiting symptoms of respiratory infection and others.
4. All schools shall **activate their Disaster Risk Reduction and Management (DRRM) Teams**, in accordance to **DepEd Order No. 21, s. 2015**. The DRRM Team, for the purpose of responding to the 2019-nCoV ARD, being a public health concern, shall be led by School Health Personnel, and supported by DRRM Coordinators.
 5. In view of the emerging concern, all schools are enjoined to operationalize the **Preventive Alert System in Schools (PASS)**.
 6. Relative to the measures for the prevention and control of the 2019-nCoV ARD, **all division and district activities that involve the gathering/congregation of various schools including but not limited to all off- campus activities as defined in DepEd Order No. 66, s. 2017 are hereby postponed until further advisory depending on the development of the situation and upon the advice of DOH.**
 7. The following are attached in enclosures for perusal and reference:
 - a. Formation/ Activation of DRRM in DepEd Offices and Schools;
 - b. Operationalizing the Preventive Alert System in Schools (PASS);
 - c. Medical Referral Form;
 - d. 2019- nCoV ARD Health Situation Report Template; and
 - e. Composition of Division and School 2019-nCoV ARD- risk reduction and immediate response Task Force.

8. In the interest of public health, all schools and learning centers are duty-bound to exercise due diligence and take precautionary measures to minimize exposure to risks associated with the 2019-nCoV ARD and support government efforts to contain the spread of the virus.
9. For more information, please contact the Division Task Force, DRRM and Division Health and Nutrition Unit.
10. Immediate and wide dissemination of this Memorandum is desired.


PORTIA M. MALLORCA, PhD, CESOV
Schools Division Superintendent 

References:

DepEd MemoNo. 11, s. 2020
DepEd MemoNo. 15, s. 2020
DILG- MC No. 2020-018

To be indicated in the Perpetual Index:

Employees
Health Education
Policy
Rules and Regulations
Schools

FORMATION /ACTIVATION OF DRRM IN SCHOOLS

1. Schools, through their respective DRRM Teams as lead, shall:
 - a. Coordinate with LGUs and Barangay Health Centers on matters relating to 2019-nCoV ARD;
 - b. Disseminate accurate information to school personnel, learners, and parents on the nature of the 2019-nCoV ARD, ways of transmission, signs and symptoms, and precautionary and safety measures, through orientations/ meetings, information campaigns, posting of IEC materials in strategic places in school and social media, and other school activities, using the collaterals developed by the DepEd Public Affairs Service accessible at <https://www.deped.gov.ph/stopncov>, where videos and collaterals release by the WHO and the DOH are also available for reference;
 - c. Ensure the conduct of daily group handwashing before the first class in the morning and afternoon sessions and before going home;
 - d. Intensify health education in the classroom, giving emphasis on personal hygiene, including cough etiquette and proper use of masks, consumption of safe and nutritious foods, and environmental sanitation;
 - e. Ensure adequate supply of water and soap in school, and hand sanitizers and/or rubbing alcohol in the entrance of school gates and offices;
 - f. Maintain the cleanliness of schools, including the regular disinfection of doorknobs and handles;
 - g. Ensure that classrooms and offices are well-ventilated;
 - h. Ensure that food served in school canteens are thoroughly washed and cooked;
 - i. Operationalize a Preventive Alert System in Schools (see enclosure no. 2);
 - j. For person exhibiting respiratory infection, coordinate immediately with the Division School Health Unit or the nearest health facility. Provide appropriate mask and assist on the proper usage prior to referral;
 - k. Coordinate with Division, LGU and health authorities for the suspension of classes, if necessary. Non-essential travels of learners and personnel during this period of suspension are discouraged. Resumption of classes will follow the same procedures; and
 - l. Implement ADM of education in cases of class suspensions or the quarantine of learners.

(Enclosure No. 2 to Division Memorandum No. 39, s. 2020)

OPERATIONALIZING THE PREVENTIVE ALERT SYSTEM IN SCHOOLS (PASS)

1. The Preventive Alert System in Schools (Pass), based on DepEd Order No. 34, s. 2003, is a systematic relay of information on a child's or teacher's state of health to appropriate personnel and/ or agencies in the locality.
2. All school heads shall operationalize the Preventive Alert System in their respective schools.
3. Teachers in- charge shall explain in class how PASS works:
 - a. Learners will observe the well-being of their own classmates and if someone among them is not feeling well or has colds/cough and is feverish, the sick learner will be reported to the teacher for validation of his/ her condition;
 - b. Early morning health inspection shall be conducted routinely by the teacher to detect the presence of fever and other signs and symptoms of infection. The teacher shall keenly observe the health status of each learner in the classroom. If the teacher finds out that a learner is sick, this case will be reported immediately to the school head;
 - c. The school head shall notify the family/ guardian of the sick learner. A face mask should be worn by the feverish person and immediately referred to the school health personnel or the nearest barangay/ municipal/ city health center for evaluation and referral to a hospital if needed. The same process shall be observed for teachers or other personnel who will exhibit symptoms of infection.
 - d. Learners, teachers, and other personnel evaluated by school health personnel/ referred to hospitals shall strictly observe the advice of the health personnel/ hospital, including the possibility of home quarantine;
 - e. The condition of the learner, teacher, and other personnel should be closely followed up by the attending school health personnel; and
 - f. Learners on home quarantine shall be given ADM of education.
4. School heads shall closely coordinate with the barangay/ municipal/ city health offices and the SDOs relative to any resident in the community who has traveled to and returned from a country/ area affected by the 2019-nCoV ARD.
5. School heads shall conduct daily monitoring of health status of children and personnel and maintain a record on health status.



(Enclosure No. 3 to Division Memorandum No. 39, s. 2020)

Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION VI- WESTERN VISAYAS
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY

School Name/ ID

MEDICAL REFERRAL FORM

To _____ Date _____
(Agency)

Address _____

This is to refer to you:

Name: _____ Age: _____ Sex: _____

Address/ School: _____ Grade: _____

Chief Complaint:

Impression:

Remarks:

Name and Signature

Designation

Note: to be detached from upper portion and sent back to the school

Name of Institution

Medical Treatment Return Slip

Returned to _____

Name of Patient _____

Date Referred: _____

Chief Complaint _____

Findings:

Action/ Recommendations:

Date

Name and Signature

Designation

(Enclosure No. 4 to Division Memorandum No. 39, s. 2020)

2019-NCOV ARD HEALTH SITUATION REPORT TEMPLATE

Region : _____
Schools Division Office : _____
Report for the Week of : _____

I. Summary of Referrals of Persons with Symptoms of Respiratory Infection

School Name	School ID	Number of Referrals	
		Learners	Personnel
Total			

II. Activities Undertaken (Brief)

Date	Title of Activity	Participants (Number/ Profile)
Ex. Feb. 14, 2020	Orientation on Proper Handwashing	100 Grade 3 learners 10 Elementary School Teachers

III. Needs and Recommendations

Prepared by:

Noted:
School Head

(Enclosure No. 5 to Division Memorandum No. 39, s. 2020)

**COMPOSITION OF DIVISION 2019-NCOV ARD- RISK REDUCTION AND
IMMEDIATE RESPONSE TASK FORCE**

