



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

**Office of the Schools Division
Superintendent**

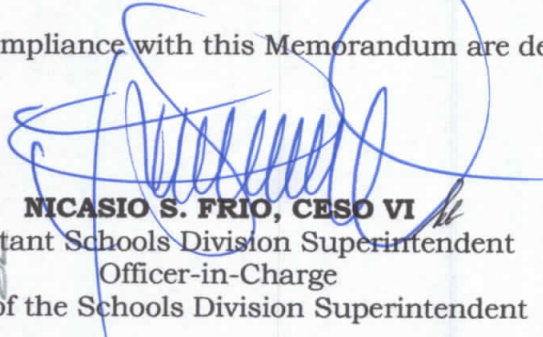
DIVISION MEMORANDUM
NO. 089, s. 2022

MAR 09 2022

**TESTING REQUIREMENTS, HEALTH STANDARDS, AND WORKING
ARRANGEMENTS UNDER ALERT LEVEL NO. 2**

To: OIC-Asst. Schools Division Superintendent
CID & SGOD Chiefs
Public Schools District Supervisors
Elementary & Secondary School Heads
All Others Concerned

1. Attached are Regional Memorandum No. 167, s. 2022 dated March 03, 2022 titled, Testing Requirements, Health Standards, and Working Arrangements Under Alert Level No. 2 and DepEd Task Force COVID-19 Memorandum No. 607 dated February 4, 2022 signed by Usec. Alain Del B. Pascua, Chairperson, DTFC for reference.
2. Immediate dissemination of and compliance with this Memorandum are desired.


NICASIO S. FRIO, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent





Republic of the Philippines
Department of Education
REGION VI - WESTERN VISAYAS

REGIONAL MEMORANDUM

No. 167 s. 2022

MAR 03 2022

**TESTING REQUIREMENTS, HEALTH STANDARDS, AND WORKING
ARRANGEMENTS UNDER ALERT LEVEL NO. 2**

To: Schools Division Superintendents
All Others Concerned

1. Attached is **DepEd Task Force COVID-19 Memorandum No. 607** dated February 4, 2022 signed by **Usec. Alain Del B. Pascua**, Chairperson, DTFC, relative to the **Testing Requirement, Health Standards, and Working Arrangement Under Alert Level 2**.
2. Immediate dissemination of this Memorandum is desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As stated

Reference/s: Pasig City Ordinance No. 01, s. 2022

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

EMPLOYEES

POLICY

TEACHERS



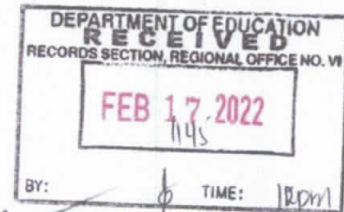
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Memorandum	DepED RO6-ADM-PS-RM-	March 02, 2022	NEW



Republika ng Pilipinas

Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim



DepEd Task Force COVID-19
MEMORANDUM No.607
4 February 2022

For: **Leonor Magtolis Briones**
Secretary

Subject: **TESTING REQUIREMENT, HEALTH STANDARDS,
AND WORKING ARRANGEMENTS UNDER ALERT LEVEL NO. 2**

With the National Capital Region placed under Alert Level No. 2, and consistent with the correspondence from the Office of the President dated January 25, 2022¹ (**Annex A**), the DepEd Task Force COVID-19 (DTFC) recommends to the Secretary the hereunder health and safety measures and office work arrangements for the guidance and compliance of all the personnel in the Central Office (CO):

Regional Directors are cc'd in this memorandum to provide them a reference on similar measures that they can implement in their respective jurisdictions to ensure the safety of their personnel and prevent the further spread of the virus.

1. **Antigen Testing and Health Screening** - Beginning 01 February 2022, antigen testing at the CO shall **generally follow the existing guidelines of the Department of Health (DOH)**; i.e., only for symptomatic individuals.² This effectively **lifts the mandatory antigen testing for all personnel reporting onsite administered for free by the CO Medical Clinic** as recommended by the DTFC and approved by the Secretary through DTFC Memorandum No. 588³.
 - a. Personnel who are **not fully vaccinated and have no valid reason**, as enumerated below, and who will be required to report onsite are **required to present a negative COVID-19 test result at their own expense**, in compliance with the Pasig City Ordinance No. 01, s. 2022 (**Annex B**).

¹ The Office of the President has approved DepEd CO to implement at least 50% on-site workforce on 26-31 January 2022. The OP has instructed DepEd to, after the said period, already comply with the minimum on-site workforce under the Alert Level System Guidelines, unless otherwise warranted by the COVID-19 situation.

² DOH Department Memorandum No. 2022-0013

³ Mandatory Testing of Personnel On-Site Starting 05 January 2022 and Reiteration of the Required Health Standards, Including Conditions When Not to Report On-Site; DTFC Memorandum No. 355 provides that the antigen testing would be "an extra precautionary measure internal to DepEd while cases continue to increase in Metro Manila [that] shall remain a requirement until otherwise stopped by a new DTFC issuance, expected to be issued mid-February or earlier..."



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Office of the Undersecretary for Administration (OUA)

Administrative Service (AS), Information and Communications Technology Service (ICT), 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
Rm 519, Mabini Bldg.; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207
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- i. In the event that an RT-PCR test and/or result is not immediately available, a rapid antigen test may be utilized. Only tests availed through authorized channels will be considered upon validation by the CO Medical Clinic.
 - ii. Consistent with the **Pasig City Ordinance No. 01, s. 2022**, unvaccinated personnel who fall under any of the following categories shall not be required to undergo a COVID-19 test at their own expense. However, they shall still be required to undergo a rapid antigen test, **not at their own expense**, but administered by the CO Medical Clinic for free, provided that they are able to provide the required proof, for validation by the CO Medical Clinic.
 - (1) Personnel **whose doctor recommends that they not be vaccinated** (must present a medical certificate)
 - (2) Personnel who is **a member of a religious sector that does not allow any vaccination** (must present a certificate of membership)
 - (3) Personnel who are **partially vaccinated and are waiting for their second dose** (must present vaccination card through which the schedule of second dose shall be determined; the schedule of the vaccination for second dose shall have not passed its due date)
 - iii. It is reiterated that this vaccination/negative COVID-19 test result requirement for onsite personnel, as well the exemptions enumerated above, is being implemented at the CO mainly in compliance with the **Pasig City Ordinance No. 01, s. 2022** which covers workplaces located in Pasig City, and not necessarily because of IATF Resolution Nos. 148-B and 149.⁴
- b. For the **rest of the fully vaccinated population**, except for the exceptions enumerated in the next item, having proof that they have been fully vaccinated (e.g., vaccination cards) shall be enough basis to allow them to enter CO premises for onsite work.
- i. The Bureau of Human Resource and Organizational Development-Employee Welfare Division (BHROD-EWD) is requested to regularly provide the Central Security and Safety Office (CSSO) of the list of vaccinated personnel as a reference as to who shall be allowed entry to CO premises.

⁴ As clarified in DTFC Memorandum Nos. 588, 586, and 575, the IATF vaccination/negative COVID-19 test result requirement, pursuant to IATF Resolution Nos. 148-B and 149, is *technically not yet implementable* as it applies only to "areas where there are sufficient supplies of COVID-19 vaccines *as determined by the National Vaccines Operation Center (NVOC)*" (italics added). Per the DTFC's coordination with NVOC, there is currently no mechanism yet to determine whether an area has sufficient supplies of the vaccines. However, as the Pasig City has already passed an ordinance imposing such requirement for workplaces under its jurisdiction, the CO is obliged to implement the same.



- ii. They are expected to report immediately to the CO Clinic Medical Doctor, and their respective Barangay Health Emergency Response Team (BHERT) and their attending physician, if applicable, for the necessary next steps of action, in case they develop COVID-19 symptoms⁵ or are tagged as close contacts.
- c. As an exemption, and an extra-precautionary measure internal to DepEd, the following **fully vaccinated personnel, who are at relatively higher risk of exposure**, shall still undergo antigen testing to be administered by the CO Medical Clinic for free:
 - i. CO Medical Clinic staff, drivers, security guards, and utility, skilled, ground maintenance staff, and core staff of ExeCom officials, who are fully vaccinated, shall be tested by the CO Medical Clinic, for free, every fourteen (14) days. Said personnel shall be subject to another test once the validity of their result expires.
 - ii. Antigen testing shall also be administered by the CO Medical Clinic for free to personnel who will be on official travel, before they travel and upon their return.
 - iii. The result shall be automatically considered invalid when the personnel develop COVID-19 symptoms or are tagged as close contacts.
- d. COVID-19 test results shall be valid for fourteen days from the date of specimen collection unless the personnel develop COVID-19 symptoms or are tagged as close contacts. When either of this happens, they shall stop reporting onsite, but report immediately to the CO Clinic Medical Doctor, and their respective BHERT and their attending physician, if applicable, for the necessary next steps of action.
- e. Personnel who test positive shall follow the instructions of the CO Medical Clinic for proper management and monitoring. Existing protocols, including case management, coordination with LGUs, and provision of psychosocial first aid, shall be observed.
- f. Consequently, a negative COVID-19 test result shall be expected of guests who will need to enter CO premises but are not fully vaccinated. Fully vaccinated guests may be allowed entry upon presentation of proof of vaccination and provided that they have declared their health status and they have no COVID-19 symptoms.
- g. All personnel and guests shall be subjected to a temperature check prior to being allowed entry into the CO premises, or the designated

⁵ COVID-19 symptoms include fever (37.5°C or higher), cough, general weakness, fatigue/tiredness, headache, muscle/joint/body pains, sore throat, colds/runny nose, difficulty of breathing (requires immediate medical attention), loss of appetite, nausea, vomiting, diarrhea, loss of smell, loss of taste, rashes (DOH DM 2020-0512); DOH guidelines define fever as 37.5°C or higher, but as an extra precautionary measure for DepEd, per the recommendation of the CO Medical Clinic, personnel and guests detected to have a temperature above 37°C shall not be allowed entry but report to the CO Clinic Medical doctor for further evaluation and management



vehicle for those availing of transportation service (for personnel), both when CO-bound and when homeward bound. Only those with temperature 37°C or below shall be allowed entry. Those whose temperature is above 37°C, when CO-bound, shall be advised to return home, and when homeward bound, shall be advised to stay at the waiting area, and report to the CO Clinic Medical Doctor immediately.⁶

2. **Onsite work capacity and working arrangements** - The CO shall remain to be fully operational and shall adhere to **at least 80% onsite workforce**, in compliance with the latest *Guidelines on the Implementation of Alert Levels System for Covid-19 Response*⁷. Those assigned to work off-site shall be subject to alternative work arrangements.
 - a. This shall be **understood as 80% of the total workforce**, including senior citizens, those with comorbidities, and other personnel belonging to the vulnerable sector or Most-At-Risk Population (MARP) who were previously exempted from reporting onsite, per Office Order No. 14, s. 2021. However, personnel who do not belong the vulnerable sector or MARP and are fully vaccinated must be considered first when determining the onsite workforce.
 - b. As the CO is allowed to place up to 20% of its workforce under work-from-home arrangement, personnel who are not yet fully vaccinated may be placed under such arrangement, while they shall continue to be strongly encouraged to be fully vaccinated, especially in anticipation that NCR may soon be placed under Alert Level 1, where full onsite capacity will already be required for all government agencies and instrumentalities.
 - c. Attached is the rest of the guidance on the working arrangements at the CO under Alert Level 2 (**Annex C**) for further details.
3. **Required Health Standards** - Scientific studies and available data show that while vaccination prevents individuals from experiencing serious symptoms, even fully vaccinated persons can still be infected by COVID-19. A negative antigen test result is also not a guarantee that a person is not really infected by COVID-19 or will not eventually be infected by COVID-19 after getting tested. As such, all personnel, regardless of their antigen test result or vaccination status, are strongly urged to **still strictly observe the required health standards at all times (Annex D)**. Similar applicable health standards are expected to be observed by personnel when in transit or on travel.
4. **Vaccination Reminders** - All personnel are strongly encouraged to get fully vaccinated or get their booster shots when already eligible. Vaccines approved by the FDA are safe and effective, and they protect against severe COVID-19 and death from COVID-19.

⁶ DOH guidelines define fever as 37.5°C or higher, but as an extra precautionary measure for DepEd, per the recommendation of the CO Medical Clinic, personnel and guests detected to have a temperature above 37°C shall not be allowed entry but report to the CO Clinic Medical doctor for further evaluation and management.

⁷ As of 14 December 2021, accessible at <https://www.doh.gov.ph>, page 41-77





5. All personnel are enjoined to access the DOH Kira ChatBot for relevant, up-to-date, and accurate information on COVID-19 management and vaccination: <https://m.me/OfficialDOHgov>.

For medical and other health-related concerns discussed above, **Dr. Rainerio Reyes**, CO Clinic Medical Doctor, may be contacted through 0939-912-9668 or email at rainerio.reyes@deped.gov.ph.

For queries regarding this memorandum, please contact the **DTFC Secretariat, BLSS-SHD**, through (02) 8632-9935 or email at medical.nursing@deped.gov.ph.

For the Secretary's consideration and approval, and for the proper guidance of all concerned.



ALAIN DEL B. PASCUA
Undersecretary
Chairperson, DTFC

cc: **Wilfredo E. Cabral**
OIC Undersecretary for Human Resource and Organizational Development
Regional Directors

Annex A

**Office of the President
of the Philippines
Malacañang**

OFFICE OF THE EXECUTIVE SECRETARY

25 January 2022

SECRETARY LEONOR MAGTOLIS BRIONES

Department of Education (DepEd)
Pasig City

Dear Secretary Briones:

We write in response to your attached letter, dated 19 January 2022, received today, 25 January 2022, requesting for extension of the implementation of 40% on-site workforce in the DepEd Central Office until 31 January 2022.

To protect the health and safety of DepEd personnel and the community, please be informed of the **approval** of the implementation of at least 50% on-site workforce in the DepEd Central Office, with the rest under alternative work arrangements, from 26 January – 31 January 2022, pursuant to Section 3 of Memorandum Circular (MC) No. 86, as amended by MC No. 94 (s. 2022).

The DepEd shall ensure that the performance of its mandate and delivery of services shall not be hampered or impaired, and guarantee that there will be available personnel at the office of the head of the agency during this period. Further, the DepEd is advised that the approval herein granted may be lifted or modified by this Office anytime should the exigencies of service require it.

After the above-stated period, unless the DepEd is able to show that the COVID-19 situation in the agency still warrants a lower on-site workforce, the DepEd shall comply with the minimum on-site workforce required under the Alert Level System Guidelines, as well as with MC No. 93 (s. 2021), as amended, on the Required On-Site Workforce in Government Agencies and Instrumentalities Under the Alert Level System.

Any succeeding request for reduced on-site workforce or temporary closure of premises should contain the total number of personnel of the concerned agency, as well as the confirmed cases that are *still active*, and close contacts that *still require quarantine*, as of the date of the request, pursuant to the latest DOH protocols.

For your information and guidance

Very truly yours,


SALVADOR C. MEDIALDEA
Executive Secretary



Annex B – Pasig City Ordinance No. 001, s. 2022



Republic of the Philippines
SANGGUNIANG PANLUNGSOD
City Government of Pasig

Ordinance No. 01
Series of 2022

AN ORDINANCE ADOPTING THE ENHANCED RESTRICTIONS OF UNVACCINATED INDIVIDUALS BY THE METRO MANILA DEVELOPMENT AUTHORITY TO REGULATE THEIR MOBILITY IN THE NATIONAL CAPITAL REGION.

Authored by: Councilors Rosalio D. Martires, Syvel C. Asilo, Ferdinand A. Avis, Regino S. Balderrama, Orlando R. Benito, Rarchie Gerard T. Brown, Mario C. Concepcion, Jr., Corazon M. Raymundo, Gregorio P. Rupisan Jr., Reynaldo R. San Buenaventura III, Editha C. Santiago, Wilfredo F. Sityar, LIGA Pres. Rigor J. Enriquez and SK Fed. President Georgia Lynne P. Clemente

WHEREAS, the National Capital Region (NCR) has been placed under Alert Level 3 from 03 January to 15 January 2022 in view of the rising active cases of COVID-19 in the Philippines;

WHEREAS, the advances in public health and economic gains that have been achieved in the recent months under Alert Level 2 must be sustained and pre-emptive measures must be adopted in order to forestall and immediately address the perceived adverse impact of COVID-19, particularly the highly-transmissible Omicron variant, upon the NCR under said Alert Level 3;

WHEREAS, there is an array of COVID-19 vaccines in the NCR and more than one hundred percent (100%) of the Region's target eligible population are now fully vaccinated;

WHEREAS, the global experience evidences that the COVID-19 vaccines are and continue to be effective against the virus, including the Omicron variant, and prevent severe infection cases and avert the need for hospital care;

WHEREAS, however, despite the availability of vaccines, there is a number of individuals who adamantly opt not to be vaccinated and thus, become more susceptible to severe cases of COVID-19 infection which will, in turn, require hospital care thereby unduly burdening the health care system to the detriment of public health;

WHEREAS, Republic Act No. 11332 or the Mandatory Reporting of Notifiable Diseases and Health Events of Public Health Concern Act declares that it is the policy of the State to protect and promote the right to health of the people and instill health consciousness among them and that the State recognizes epidemics and other public health emergencies as threats to public health and national security, which can undermine the social, economic, and political functions of the State;

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AN ORDINANCE ADOPTING THE ENHANCED RESTRICTIONS OF UNVACCINATED INDIVIDUALS BY THE METRO MANILA DEVELOPMENT AUTHORITY TO REGULATE THEIR MOBILITY IN THE NATIONAL CAPITAL REGION.

CM. P...

WHEREAS, the Metro Manila Development Council passed a resolution, particularly MMDA Resolution No. 22-01, Series of 2022, urging Metro Manila Local Government Units to provide for the Enhanced Restrictions of the Unvaccinated Individuals to regulate their mobility in the National Capital Region for the protection of public health, promotion of general welfare, and sustainability of an improving economy;

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NOW, THEREFORE, BE IT ORDAINED AS IT IS ORDAINED BY THE SANGGUNIANG PANLUNGSOD OF PASIG, IN SESSION DULY ASSEMBLED, THAT:

SECTION 1. ADOPTION OF MMDA RESOLUTION NO. 22-01, SERIES OF 2022. – The City Government of Pasig hereby adopts MMDA Resolution No. 22-01, Series of 2022.

SECTION 2. PROHIBITION ON DOMESTIC AND INTERNATIONAL TRAVEL. – Unvaccinated individuals shall remain in their residences at all times and are prohibited in domestic and international travel via public transportation by land, sea, and air, except for the procurement of essential goods and services such as, but not limited to, food, water, medicine, medical devices, public utilities, and energy, work, and medical and dental necessities.

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SECTION 3. INDIVIDUAL OUTDOOR EXERCISE. – Individual outdoor exercise shall be allowed for unvaccinated individuals provided that such be conducted within the general area of their residence, e. g. within the *barangay*, *purok*, subdivision, or village.

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SECTION 4. PROHIBITION ON INDOOR AND OUTDOOR AL FRESCO DINING. – Unvaccinated individuals shall be prohibited from indoor and outdoor/al fresco dining in restaurants and other food establishments and shall likewise be prohibited from leisure or social trips to malls, hotels, event venues, sports and country clubs, and similar facilities.

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SECTION 5. ADMISSION TO ONSITE WORK. – Unvaccinated individuals, except those (1) unvaccinated individuals who can present a medical certificate stating that he/she is exempted from being vaccinated of all the COVID-19 Vaccines, (2) unvaccinated individuals who can present a certificate of membership of a religious sector that does not allow any vaccination, and (3) individuals who are partially vaccinated and are waiting for their second dose, shall

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Republic of the Philippines
SANGGUNIANG PANLUNGSOD
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Amfani

be required to undergo a Reverse Transcription Polymerase Chain Reaction (RT-PCR) test every two (2) weeks at their personal expense and present a COVID-19 negative result prior to being admitted for work onsite consistent with the guidelines, rules, and regulations issued by the IATF and the Department of Labor and Employment; *Provided, however,* that in the event that the RT-PCR test and/or result is/are not immediately available, a Rapid Antigen Test may be utilized *in lieu* thereof.

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The foregoing rule shall also cover individuals who reside outside of the National Capital Region but who work and/or travel to the City of Pasig.

SECTION 6. PENALTY. - Any individual found to be in violation of the provisions of this Ordinance shall be penalized with a fine of One Thousand Pesos (Php 1,000.00) and/or imprisonment of not less than one (1) month but not more than six (6) months, or both, at the discretion of the proper court.

[Handwritten mark]

If the offense was committed in the place of business of a firm, partnership, corporation or other juridical entity duly organized in accordance with law, the chief executive officer, president, general manager, or such other officer in charge shall be held liable and shall be penalized with a fine of Five Thousand Pesos (Php 5,000.00). In addition, the business permit and license to operate of the concerned firm, partnership, corporation or juridical entity shall be suspended for 7 days.

This Ordinance is without prejudice to the filing of charges for violation of Republic Act No. 11332 or the "Mandatory Reporting of Notifiable Diseases and Health Events of Public Health Concern Act", the Revised Penal Law, as amended, pursuant to Section 12 of Republic Act No. 11525 or the "COVID-19 Vaccination Program Act of 2021".

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SECTION 7. OTHER PERTINENT LAWS. - The existing ordinances, executive orders, and laws, rules and regulations issued by the City Government and the National Government shall remain to be in force and effect and shall be automatically lifted once Alert Level 2 or lower is declared.

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SECTION 8. REPEALING CLAUSE. - All ordinances, resolutions, circulars, memoranda, orders and other issuances inconsistent herewith are hereby repealed or modified accordingly.

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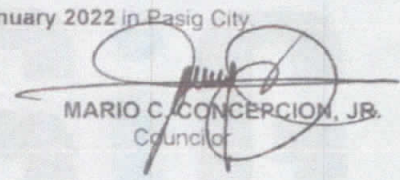
AN ORDINANCE ADOPTING THE ENHANCED RESTRICTIONS OF UNVACCINATED INDIVIDUALS BY THE METRO MANILA DEVELOPMENT AUTHORITY TO REGULATE THEIR MOBILITY IN THE NATIONAL CAPITAL REGION.

SECTION 9. SEPARABILITY CLAUSE. - Should any provision of this Ordinance or any portion hereof be declared invalid or unconstitutional, the other provisions or portions hereof not affected by invalidity or unconstitutionality shall continue to be in full force and effect.

SECTION 10. EFFECTIVITY. - This Ordinance shall take effect immediately.


APPROVED this 10th day of **January 2022** in Pasig City


FERDINAND A. AVIS
 Councilor


MARIO C. CONCERCION, JR.
 Councilor

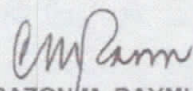

GREGORIO P. RUPISAN JR.
 Councilor

ORLANDO R. BENITO
 Councilor


REYNALDO R. SAN BUENAVENTURA III
 Councilor

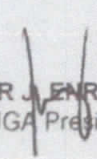
(On official business)
SYVEL C. ASILO
 Councilor


REGINO S. BALDERRAMA
 Councilor


CORAZON M. RAYMUNDO
 Councilor


EDITH C. SANTIAGO
 Councilor


WILFREDO F. SITYAR
 Councilor


RIGOR J. ENRIQUEZ
 LIGA President


GEORGIA LYNNE P. CLEMENTE
 SK Fed. President

RHICHIE GERARD T. BROWN
 Councilor
 Minority Floor Leader





Republic of the Philippines
SANGGUNIANG PANLUNGSOD
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ROSALIO D. MARTIRES
Councilor
Majority Floor Leader

Attested by: *[Handwritten signature]*
IYO CHRISTIAN C. BERNARDO
City Vice-Mayor
Presiding Officer

[Handwritten signature]

APPROVED:

[Handwritten signature]
VICTOR MA. REGIS N. SOTTO
City Mayor

[Handwritten signature]

Attested by:

[Handwritten signature]
LOIDA U. VILLANUEVA
Acting City Council Secretary

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Annex C – Guidance on the Working Arrangements at the Central Office under Alert Level 2

1. DepEd CO Offices **shall remain to be fully operational and shall adhere to at least 80% onsite workforce.**
2. Heads of functional offices shall have the discretion to determine the personnel who shall report onsite, taking into consideration their expected onsite tasks (i.e., essential services⁸ shall be prioritized), as well as their health conditions and vaccination status.
3. In determining who will be part of the **80% onsite workforce**, heads of functional offices shall be guided by the following:
 - a. All offices must have **personnel reporting onsite during the core office hours, from 8:00 AM to 5:00 PM**, in order not to hamper public service delivery. All offices must ensure that there will also be manned hotlines to respond to immediate concerns of their respective stakeholders.
 - b. Personnel who do not belong to the vulnerable sector or Most At-Risk Population (MARPs) and are fully vaccinated must be considered first when determining the onsite workforce.
 - c. Those who tested positive (whether through antigen test or RT-PCR), were tagged as suspect or probable cases (including those who have pending test results, or were close contacts of confirmed, suspect, and probable cases, **shall not report onsite** and are mandated to observe the required isolation/quarantine period. They may opt to avail leave of absence, as may be applicable, or may report under work from home arrangement if asymptomatic or experiencing only mild symptoms.
 - d. Those who are experiencing mild symptoms but have no known exposure to a COVID-19 positive case and have tested negative in the rapid antigen test, but were advised by the CO Medical Clinic to isolate, are mandated to be on work-from-home arrangement, or avail leave of absence as may be applicable.
 - e. Those considered as MARPs are advised to be on work from home arrangement—except when exigency of service requires that the personnel should report and is fully vaccinated.
 - f. As an extra precautionary measure, personnel who are exposed to close contacts of confirmed cases (second-generation close contacts), may be advised to work from home, if practicable, until the status of the first-generation close contacts is confirmed. Should the second-generation close contacts report onsite, they shall be expected to strictly observe the required health standards.⁹

⁸ As defined in Item No. 7 of DepEd Order (DO) No. 11, s. 2020, titled Revised Guidelines on Alternative Work Arrangements in the Department of Education During the Period of State of National Emergency Due to COVID-19 Pandemic

⁹ DTFC Memorandum No. 588



the BHROD-PD.

5. Leave of absences of DepEd employees, including Contract of Service (CoS), relative to COVID-19 treatment, community quarantine, vaccination, and/or adverse effects of following immunization of the COVID-19 vaccine shall be in accordance with CSC MC Nos. 5, 8, 23 s. 2020 and CSC MC No. 16, s. 2021. The BHROD-Personnel Division (PD) shall provide and release clarificatory guidelines on the availment of said leaves.
6. Submission of DTRs and IDLARs for the payment of COS salary claims must be signed using original wet signature. Sending documents through courier services is also highly encouraged should reporting onsite not be viable. The use of electronic signatures for the purpose thereof may be allowed provided that the head of office/signing authority approves said documentary requirements using the DICT registered PNPKI digital signatures/certificates.
7. Personnel who shall request for a work-from-home arrangement due to having close contact with a suspected, probable, or confirmed case or is experiencing COVID-19 symptoms, shall inform and secure a medical certification/advise from their Barangay Health Emergency Response Team (BHERTs) or attending physician, to be submitted to the DepEd CO Medical Clinic for verification and monitoring. The said certification is not required should the advice to be under the work-from-home arrangement is from the DepEd CO Medical Clinic.
8. The DepEd CO Medical Clinic shall provide an approved list of personnel under work-from-home arrangement due to COVID-19 exposure which shall be attached to the DTR and IDLAR of the employee concerned.
9. For Non-COVID-19 related sickness, regular requirements, and procedures for filing of sick leaves pursuant to CSC rules and other existing applicable guidelines shall be maintained.
10. Queries regarding this concern may be directed to the BHROD through (02) 8633-5344 or email at bhrod.od@deped.gov.ph.



Annex D – Required Health Standards

Scientific studies and available data show that while vaccination prevents individuals from experiencing serious symptoms, **even fully vaccinated persons can still be infected by COVID-19. A negative antigen test result is also not a guarantee that a person is not really infected by COVID-19 or will not eventually be infected by COVID-19 after getting tested.** As such, all personnel, regardless of their antigen test result or vaccination status, are strongly urged to still **strictly observe the required health standards at all times.**

1. This entails wearing of masks, practicing proper hand hygiene and cough etiquette, observing physical distance, ensuring airflow, and avoiding crowded and enclosed spaces.
2. Personnel are strongly enjoined to use properly fitted surgical masks instead of cloth masks. For personnel who may not be able to use surgical masks, cloth mask that fits snugly on the face and made of at least two layers of cotton (e.g., t-shirt fabric) or non-woven nylon with aluminum nose bridge may be used.
3. Practically speaking, this translates to the following examples of expected behaviors¹⁰:
 - a. Natural ventilation shall be maximized through open windows or repositioning workspaces. Even in air-conditioned spaces, windows, doors and other openings shall be frequently opened (for a few minutes every hour) to bring in fresh air from the outside.
 - b. According to the WHO, using a fan in an enclosed space can increase the spread of the virus that causes COVID-19. This is why it is important to open windows and doors whenever using a fan to replace indoor air without outdoor air. If using a pedestal fan, minimize as much as possible how much air blows from one person (or group of people) to another person (or group of people). The fan can be placed in front of an open window to increase air flow and push indoor air outside.
 - c. Masks shall be worn even during virtual activities especially if another person is physically present in the same room.
 - d. Personnel shall eat their lunch alone in their desks, avoid chatting with officemates while eating, and immediately mask up as soon as they are done. Pantries or areas where people can meet up *maskless* may also be closed down.
 - e. Where physical distancing may be compromised, offices shall ensure installation of physical barriers such as sneeze guards (acrylic plastic sheets), glass panels, theater ropes and stanchions, hazard warning tape.

¹⁰ References: Department of Health (DOH) Philippines Facebook page infographics, DOH Workplace Handbook on COVID-19 Management and Prevention; WHO website



- f. Only one person shall use the bathroom sink at a time, especially when washing their face or brushing their teeth, because this will mean that they will be standing closely next to each other without their masks on.
 - g. The maximum number of people who can use the elevator at a time is four (4) people only. Less is better. Conversations shall be avoided. Security guards shall strictly impose this restriction and signages shall be posted anew to remind elevator users.
 - h. Meetings in closed spaces, crowded places, and close-contact settings shall be avoided. If inevitable, such as when in public transportation, all are reminded to mask up.
 - i. Adequate ventilation should be strictly enforced in the shuttle services. The opening of windows, with at least three (3) inches of opening, while in transit should be practiced whenever possible. Vehicle must be properly disinfected before and after each use.
 - j. When face-to-face meetings are warranted, they shall be kept as short as possible. Organizers are encouraged to opt not to serve drinks or snacks during the meeting so that no one may be compelled to take off their masks. Instead, drinks or snacks may be served after the meeting, which personnel can consume in their respective desks.
 - k. As much as possible, physical distancing shall still be observed, and masks still worn even during necessary photo-ops in face-to-face activities.
 - l. Existing prohibition on smoking in CO premises shall be strictly enforced. Such activity does not only pose health risks, but also involves the removing of masks and usually entails unnecessary congregation of personnel.
4. Similar applicable health standards are expected to be observed by personnel when in transit or on travel.



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