



Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OF ANGELES CITY**



June 16, 2020

**DIVISION MEMORANDUM**

No. 178 s. 2020

**DIVISION ORIENTATION ON REGIONAL MEMORANDUM NO. 151, s. 2020 ENTITLED  
"POLICY GUIDELINES ON SAFE SCHOOL AND WORK ENVIRONMENT FOR SY 2020-2021"**

To: Assistant Schools Division Superintendent  
Chief, Curriculum Implementation Division  
Chief, School Governance and Operations Division  
Heads of Public and Private Elementary and Secondary Schools

1. This is to announce the conduct of the Division Orientation on Regional Memorandum No. 151, s. 2020 titled "Policy Guidelines on Safe School and Work Environment" on June 18, 2020 from 4:00 P.M. to 5:00 P.M. via *Sulong, DepEd Angeles City Podcast at DepEd Tayo Angeles City FB Page*.
2. All division personnel, teaching personnel and school heads are requested to participate in the said orientation through the Podcast. Attendance will be verified through the accomplished evaluation form.
3. The objective of the said activity is to ensure the safety of the school and work environment consistent with the context of "new normal" and Department of Health Memorandum No. 2020-0055 "Interim Guidelines on 2019 Novel Coronavirus Acute Respiratory Disease (2019- NCov ARD) in Schools and Higher Education Institutions".
4. Attached is the Regional Memorandum 151, s. 2020, for reference and guidance.
5. Wide dissemination of the contents of this Memorandum is earnestly desired.

**MA. IRELYN P. TAMAYO PhD, CESE**  
Assistant Schools Division Superintendent  
Officer -in- Charge  
Office of the Schools Division Superintendent



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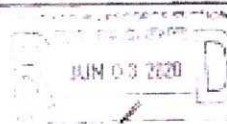


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Republic of the Philippines  
**Department of Education**  
 REGION III - CENTRAL LILIPON


**REGIONAL MEMORANDUM**  
 No. 122, s. 2020



**POLICY GUIDELINES ON SAFE SCHOOL AND WORK ENVIRONMENT  
 FOR SCHOOL YEAR 2020-2021**

To: Assistant Regional Director  
 Schools Division Superintendents  
 Chiefs, Regional Functional Divisions  
 Chiefs, Curriculum Implementation Divisions  
 Chiefs, School Governance and Operations Divisions  
 Public and Private Elementary and Secondary School Heads

1. With the opening of classes on August 24, 2020, as contained in DepEd Order No. 07, s. 2020 this Office issues the following policy guidelines in making our school environment safe and secure as we shift towards "new normal" which is consistent with Department of Health Memorandum No. 2020-0055 "Interim Guidelines on 2019 Novel Coronavirus Acute Respiratory Disease (2019-nCoV ARD) in Schools and Higher Education Institutions":
  - 1.1 Safe Return to School of learners, teachers and non-teaching personnel
  - 1.2 Classroom set up and other school facilities
  - 1.3 Safe and Healthy Environment
2. All concerned officials from the Regional Office and Schools Division Offices are advised to monitor and validate the compliance of schools in relation to the guidelines and ready to provide technical assistance in ensuring that our schools are safe and secured this School Year 2020-2021.
3. Widest dissemination and compliance on this Memorandum is desired.

  
**NICOLAS T. CAPULONG, PhD, CESO V**  
 Director III  
 Officer-in-Charge  
 Office of the Regional Director

Encls.: As Stated  
 ORD I and 3  
 May 19, 2020



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Enclosure No. 1 to Regional Memorandum No. \_\_\_\_\_, s. 2020

**Policy Guidelines on Safe Return to Schools of Learners, Teachers and Non-Teaching Personnel to School During the "New Normal" in Education Amid COVID-19 Situation**

- A. Disseminate public information and awareness campaigns
- I. Campaigns shall focus on the promotion of precautionary and safety measures and healthy behaviors such as, but not limited to:
    - i. personal hygiene, including frequent and proper handwashing with soap and water for 20 seconds, the application of rubbing alcohol or hand sanitizer if soap and water are not available. Conduct of daily group handwashing before the first class in the morning and afternoon sessions and before going home/
    - ii. maintaining healthy lifestyles, including proper hydration by drinking 8-10 glasses of water within the day, consumption of nutritious foods, and ensuring food safety;
    - iii. consumption of safe and nutritious foods, and environmental sanitation
    - iv. ensuring environmental sanitation through:
      - routine surface cleaning through education and school policies.
      - tidy and clean surfaces and objects that are touched often, such as desks, countertops, doorknobs, computer keyboards, hand-on learning items, faucet handles and phones. Empty trash cans as needed
    - v. Observe and practice social distancing inside the school campus and offices
    - vi. Consulting a physician when symptoms attributable to respiratory infection (e.g. coughs, colds, fever, and other related symptoms) persist
  - II. Campaigns shall also tackle the nature of COVID-19, ways of transmission, and signs and symptoms.
  - III. All offices and schools are enjoined to use and share only verified and up-to date information from reliable and official sources such as the WHO and DOH.
- B. Teachers and Non-Teaching Personnel
1. Require all teachers and non-teaching personnel to submit a "fit to work" medical certificate from accredited physicians before returning to work
  2. Orient all teaching and non-teaching personnel on COVID-19 and preventive measures in and outside the school before the start of classes. The School Health Coordinators and SDO School Health Unit Coordinators shall facilitate this activity



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5. All Teaching and non-teaching staff are advised to wash their hands with soap and water upon arrival at the school and before entering their respective classes. Discourage touching of the eyes, nose and mouth.
  6. Observe social distancing at all times.
- C. Preventive Measures inside the school/office premises
1. A "No Facemask No Entry" policy in all schools and offices shall be strictly enforced.
  2. Check body temperature of all who are entering the school/office premises. It should be taken using a thermal scanner by the School Health Coordinator or School DRRM Coordinator. If temperature is above 37.8°C bring the person to the clinic. In case of a learner the adviser should call the parents to take the child to the hospital or nearest Health Center for checkup.
  3. Provide a footbath at the entrance of the classroom/office (21 tbsp sodium hypochlorite (Clorox) mix to 1 gallon of water)
  4. Arrange seats in the faculty rooms and classrooms at least 1.0 to 2 meters apart depending on the size of the room.
  5. Continue practicing social distancing measures of at least 3 feet or 1 meter to reduce the possibility of person-to-person transmission. This distance should be observed even as to apparently healthy persons without symptoms.
  6. Respiratory etiquette among teachers, non-teaching personnel and learners must be properly observed. Covering mouth and nose when coughing and sneezing with tissue or their shirt sleeves; dispose properly used tissues in closed bins and immediately wash hands thereafter.
  7. Teaching, non-teaching staff, office staff experiencing cough, colds, fever, sore throat, anosmia and difficulty of breathing must stay home and seek early consultation to avoid further spread of infection. A medical certificate is required upon return to work.
  8. Ensure access to basic hygiene facilities such as toilets, handwashing areas, water, soap, alcohol, sanitizer
  9. Provide additional functional handwashing areas near the entrance of the school and waiting areas with soap.
  10. Provide a well-ventilated room for the faculty, classrooms and school clinics
  11. Conduct weekend school-wide general cleaning and intensified disinfection, on top of regular cleaning efforts during school days. Clean and disinfect the environment regularly every two hours for high touch areas such as toilet, doorknobs, switches and at least once everyday for workstations and other surfaces



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- D. Close monitoring of the health status of personnel and learners, and appropriate management and referral of persons exhibiting respiratory infection (e.g. coughs, colds, fever, and other related symptoms)
1. All offices and schools shall continuously 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.
  2. The Medical Referral Form (see attached Template)
- E. Monitoring and reporting of the general situation and cases. School Health Coordinators/School DRKM Coordinator, Schools Division Offices shall prepare weekly health situation reports using the attached template (Situation Report Template) for submission to the Regional Office, ESSSD School Health and Nutrition Unit ([esssd.hk@deped.gov.ph](mailto:esssd.hk@deped.gov.ph)) on or before 12 noon every Friday.

Republic of the Philippines  
 DEPARTMENT OF EDUCATION REGION III  
 DIVISION OF \_\_\_\_\_

SCHOOL NAME/ID: \_\_\_\_\_

**MEDICAL REFERRAL FORM**

TO: \_\_\_\_\_ (Agency / Hospital)      DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

THIS IS TO REFER TO YOU:

NAME \_\_\_\_\_ AGE \_\_\_\_\_ SEX \_\_\_\_\_

ADDRESS/SCHOOL \_\_\_\_\_ GRADE \_\_\_\_\_

CHIEF COMPLAINT: \_\_\_\_\_

IMPRESSION: \_\_\_\_\_

REMARKS: \_\_\_\_\_



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