



Republic of the Philippines  
**Department of Education**  
 Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

DIVISION MEMORANDUM  
 No. 467, s. 2021

August 9, 2021

**REITERATION OF CORRESPONDING WORK-RELATED GUIDELINES PER  
 COMMUNITY QUARANTINE CLASSIFICATION AND ENSURING  
 OBSERVANCE OF STRICT HEALTH MEASURES IN WORK SETTINGS  
 IN VIEW OF THE THREAT OF THE DELTA VARIANT TRANSMISSION**

To: Chief Education Supervisors – (CID&SGOD)  
 Public Schools District Supervisors  
 Division DRRM Coordinator  
 Division Health and Nutrition Personnel  
 All School Heads  
 All Teaching, Teaching-Related and Non-teaching personnel  
 All Others Concerned

1. In reference to DepEd Task Force COVID-19 Memorandum No. 464, s. 2021, the field is hereby informed that DepEd Task Force COVID-19 (DTFC) issued new policy to guide everyone in the Department particularly on the guidelines and protocols that must be strictly observed in DepEd workplaces based on the community quarantine imposed over their respective localities, and in view of the threat of the transmission of the highly infectious delta variant of COVID-19 in the country.

2. Reports citing resource persons from the Department of Health (DOH) mention that the Delta variant is “60 to 100 percent more transmissible” than the original COVID-19 strain, such that the 15-minute exposure for one to be considered a close contact is no longer applicable. In just a matter of seconds, one can already be infected because the Delta variant carriers have “1,000 times more viral load” than other COVID-19 patients.

3. The following are the salient points of the said issuance:

**Operations of government instrumentalities and agencies**

a. The IATF currently sets the following guidelines:

<b>ECQ, MECQ</b>	Agencies and instrumentalities of the government shall be fully operational, with a <b>skeleton workforce on-site</b> and the remainder under alternative work arrangements as approved by the head of agency unless a greater on-site capacity is required in agencies providing health and emergency frontline services, laboratory and testing services, border control, or other critical services, in
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	accordance with the relevant rules and regulations issued by the CSC.
<b>GCQ</b>	Agencies and instrumentalities of the government shall be fully operational and shall operate at a <b>minimum of thirty percent (30%) up to full on-site capacity</b> as determined by the head of the agency, in accordance with the relevant rules and regulations issued by the CSC.
<b>MGCQ</b>	Agencies and instrumentalities of the government shall be fully operational and shall operate at a <b>minimum of fifty percent (50%) up to full on-site capacity</b> as determined by the head of the agency, in accordance with the relevant rules and regulations issued by the CSC.

Per OSec Order No. 14 s, 2021, the following personnel shall be exempted from reporting on-site, except when their functions are indispensable for the continuous delivery of services, and/or their services can only be rendered within office premises or in other on-site work locations permitted by the Head of Office:

- i. Personnel who belong to age groups that are required to remain in their residences at all times, per the existing IATF guidelines;<sup>3</sup>
- ii. Pregnant women and nursing mothers;
- iii. Personnel-at-risk, including but not limited to those with immunodeficiency, comorbidities, or other health risks, illnesses, and/or underlying medical conditions as enumerated in Item 4.b.ii of DM No. 043, s. 2020, as supported by a medical certificate issued by a licensed physician, and other health records;
- iv. Personnel who reside with vulnerable individuals or Most At-Risk Population as enumerated above; and
- v. Personnel who encounter difficulty reporting to DepEd CO or other onsite locations due to imposition of strict home and/or local community quarantine, curfew, limited or no access to any available modes of transportation options, and/or other regulatory limitations on inter- municipal/city travel.

Personnel who are identified as COVID-19 Suspect Case and COVID-19 Probable Case, and who are close contacts of Confirmed, Suspect, or Probable Case, as well as those exhibiting COVID-19 signs and symptoms (e.g., fever, colds, cough, headache, muscle and joint pains, tonsillitis, loss of taste, loss of smell, diarrhea), shall not be allowed to report on- site. Instead, they shall report to their Barangay Health Emergency Response Team (BHERT), and inform the DepEd clinic doctor and Head of Office for proper monitoring and management.

Interzonal and intrazonal travel and gatherings, while allowed by the IATF under provided conditions, shall remain highly discouraged in DepEd. Travel, gatherings and other face-to-face activities shall only be conducted if virtual meetings via online and teleconferencing platforms are not feasible for the intended participants.



- i. Conduct of face-to-face large gatherings and activities that will require close contact or where physical distancing may not be possible shall remain restricted, while face-to-face meetings shall remain limited.
- ii. Virtual platforms shall be maximized to accomplish the intended objectives of the supposed official travel or gathering. Where the objectives of a travel or gathering can be accomplished through a virtual activity, the conduct of the virtual activity shall be preferred.

If not feasible to be held virtually, permitted work-related gatherings in DepEd in areas under ECQ, MECQ, and GCQ shall be limited to those that are for the provision of essential services, as defined in existing DepEd Orders or any subsequent issuances. To date, these services are as determined in Item Nos. 7 and 10 of DO 11, s. 2020.

The same criteria followed in determining who will report on-site shall be followed in determining participants to join in official travel or gatherings:

- i. Participants shall as much as possible not include those listed in Item C.1.d of this memorandum. They shall be prioritized for participation in virtual meetings.
- ii. Personnel who are identified as COVID-19 Suspect Case and COVID-19 Probable Case, and who are close contacts of Confirmed, Suspect, or Probable Case, as well as those exhibiting COVID-19 symptoms, shall not be allowed to join travel, work-related gatherings and other face-to-face activities. They shall report their condition to their BHERT and inform their respective Head of Office and DepEd clinic doctor for proper monitoring and management.
- iii. Personnel who have not been fully vaccinated or those who have been vaccinated but have comorbidity shall preferably be prioritized for virtual participation in the activity.

Attendees shall be required to submit to the activity organizer/secretariat a health declaration form or a medical certificate as needed.

- i. If the activity will be held in the same office premises where majority of the attendees physically report for work, outsiders or attendees who are not part of those physically reporting for work shall submit a health declaration form.
- ii. If the activity will be held in a venue outside office premises and involve participants from various offices, organizations, or agencies, all participants shall submit a medical certificate.



iii. Presentation of medical certificates and/or negative COVID-19 test result may also be required per existing local ordinances covering the locality where the activity will be held, or per recommendation by the medical officers assigned for an office.

Work-related gatherings and other face-to-face activities shall be kept as short as possible. Preliminary activities such as the review of the minutes of the previous meetings and introduction of participants may be done as pre-activity assignments. Parts of the program that will involve singing shall be omitted.

The following shall be observed in the selection of the venues for work-related gatherings and other face-to-face activities:

i. As much as possible, the activity shall be held outdoors, while also ensuring the safety of participants to avoid health risks associated with exposure to hot, humid environment, such as heat cramps, heat exhaustion, and heatstroke.

ii. If held indoors, adequate ventilation shall be strictly enforced. Natural air flow exchange is highly encouraged—windows and doors shall be opened and air conditioning units shall be turned off to reduce air recirculation.

iii. For indoor spaces with inadequate ventilation, venues shall preferably have High-Efficiency Particulate Air (HEPA) filter as an option to improve air quality.

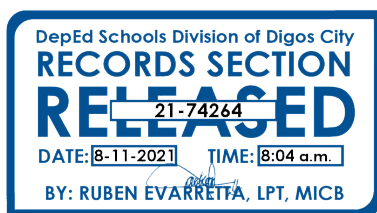
iv. No attendee/participant should be situated directly in the flow of air coming from fans and air-conditioners.

v. Activities shall not be held in venues that are accessible to the general public at the duration of the activity (e.g. restaurants).

vi. Activity organizers/secretariat shall ensure that the activity venue provides adequate access to handwashing facilities and disinfectants.

vii. The activity venue, especially the tables, chairs, and microphones, shall be disinfected before and after the activity.

4. Immediate dissemination of this Memorandum is earnestly desired.



  
**CRISTY C. EPE**  
Schools Division Superintendent

