



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



February 19, 2020

**DIVISION MEMORANDUM**

No. 124, series of 2020

**PRECAUTIONARY MEASURES AND CONTROL OF THE CORONA VIRUS DISEASE 2019  
(COVID-19) IN SCHOOLS AND OFFICES**

TO: Chief Education Supervisors (CID & SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
All Schools Division Office Personnel  
All Public and Private Elementary, Junior and Senior High School Heads  
All Teaching and Non-Teaching Personnel

1. In reference to DepEd Memorandum No. 15, s. 2020 and DepEd Memorandum No. 21, s. 2020, the Department of Education (DepEd) Schools Division Office of Digos City issues this Memorandum to provide information and guidance to all teaching and non-teaching personnel and learners on the precautionary measures and control of the Corona Virus Disease 2019 (COVID-19) in schools and offices.

2. The following directives and measures are reiterated and further elaborated:

a. Personal and Official travels of all DepEd personnel and learners previously endorsed by the Schools Division Superintendent and approved by the DepEd Secretary and decided to proceed with their scheduled personal travels to countries identified to have confirmed cases of COVID-19 for the month of February and for the succeeding months shall be subject to mandatory self-quarantine for 14 days from the date of arrival in the Philippines. The 14 days self-quarantine of DepEd personnel shall be charged to their leave credits, the learners on self-quarantine shall be provided with alternative delivery modes (ADM) of education. DepEd personnel shall consult government physician and comply medicate certificate/clearance (CS Form No.211 Revised 2018) before returning to work or school and it is also directed to see the health personnel of the Division Health and Nutrition Section for further instructions and health teachings.

b. DepEd personnel with members of the family and relatives who travelled to other countries and arrived in the Philippines shall be subject to self-quarantine and take precautionary measures.

c. All Division and District activities that involve the gathering/congregation of various schools are highly discouraged. Organizers are advised to seek recommendation/clearance from local health authorities.

Encls:

References: As stated

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

GOVERNANCE    DRRM & HEALTH    COVID-19

ROM: Precautionary Measures and Control of the COVID-19 in Schools and Offices  
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d. All personnel and learners exhibiting respiratory infections must not attend activities that involve congregation of learners within the school.

e. Campaigns, especially classroom discussions, shall focus on the promotion of precautionary and safety measures and healthy behaviors such as: personal hygiene, including frequent and proper handwashing with soap and water, the application of rubbing alcohol or hand sanitizer, and proper cough etiquette (maintain distance and cover coughs and sneezes with a tissue or the crook of your elbow); maintaining healthy lifestyles, including proper hydration by drinking 8-10 glasses of water within the day, consumption of nutritious foods, and ensuring food safety; ensuring environmental sanitation; and consulting a physician when symptoms attributable to respiratory infection (e.g. coughs, colds, fever, and other related symptoms) persist, and for extracting information on travel history to affected areas and exposure.

f. Close monitoring of the health status of personnel and learners, and appropriate management and referral of person's exhibiting respiratory infection.

g. All offices and schools are enjoined to use and share only verified and up-to-date information from reliable and official sources such as WHO and DOH.

3. Division Focal Person on COVID-19 shall consolidate the weekly health situation reports from schools for submission to the Bureau of Learner Support Services-School Health Division.

4. It is reiterated that private schools are highly encouraged to adopt the precautionary measures contained in DepEd's Memoranda.

5. Immediate dissemination and compliance of this Memorandum is desired.

**CRISTY C. EPE**  
Schools Division Superintendent

DepEd Schools Division of Digos City  
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