



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

DIVISION MEMORANDUM
No. 214, s. 2020

March 17, 2020

**COMPOSITION OF COVID-19 TASK FORCE IN THE SCHOOLS DIVISION OFFICE
OF DIGOS CITY**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID&SGOD)
Concerned Schools Division Office Personnel

1. In reference to DepEd Memorandum No. 11 series of 2020 entitled “Creation of a Task Force the Management of the Department of Education Response to Novel Coronavirus Acute Respiratory Disease” and DepEd Memorandum No. 15 series of 2020 entitled “First Set of Policy Directives of the DepEd Task Force NCOV”, DepEd Schools Division Office of Digos City created COVID-19 Task Force to address the situation through formulation of policies and development of strategies and action plans.
2. The DepEd Digos City Division COVID-19 Task Force is composed of the following:

Chairperson: Cristy C. Epe - Schools Division Superintendent

Co-Chairperson: Melanie P. Estacio, PhD - ASDS

Members:

Reyzen O. Monserate – Division DRRM Coordinator (Focal Person)
Hazel Marie L. Escabillas – Division Nurse
Jasmine Asarak – Dentist II
Myracel Dalope - Dentist II
Daissy Jane P. Sanoy – Nurse II
Dheltie Christine Peñas – Nurse II
Frances Millicent Durano – Nurse II
Ireene P. Dandoy – Nurse II
Kristin Marie Bejarin – Nurse II
Joel Gomito – Nurse II
Sollie B. Oliver, JD, MATE – SGOD Chief
Beverly S. Daugdaug, EdD – CID Chief
Francis Jude Alcomendras – AO V
Ida I. Juezan - PSDS
Noreliza A. Misal, CPA – Accountant III
Myhrra Faye L. Bontia – AO IV (Records)
Marcelino Ranollo, Jr. - AO IV (Supply)
Stephen Pascual – ITO
Ronald Dedace – SEPS (HRD)



3. The Task Force is mandated to undertake the following:
 - a. Coordinate with the City Health Office for preventive measures, information sharing, and establishment of referral system for persons exhibiting respiratory infection and/or exposure to a Person Under Investigation (PUI) and Person Under Monitoring (PUM).
 - b. Disseminate issuances from the City Government of Digos to all offices and schools.
 - c. Orient all DepEd personnel and learners on the precautionary health measures to prevent the spread of COVID-19;
 - d. Conduct meetings or conferences;
 - e. Ensure availability of health or disinfecting supplies in all offices;
 - f. Monitor closely the health status of the school populace and offices;
 - g. Establish localized policy or protocol relative to COVID-19;
 - h. Distribute COVID-19 Information, Education and Communication (IEC) materials to offices and schools;
 - i. Establish local hotline numbers for the schools for queries and information purposes; and
 - j. Provide updates on COVID-19 to all DepEd Personnel and learners based from DepEd Situational Reports, WHO and DOH Advisories and LGU issuances.
4. The Focal Person of the COVID-19 Task Force shall be Mr. Reyzen O. Monserate, PDO II/Division DRRM Coordinator.
5. For any query, you may drop a call/message at 09487681219, 09085049432, 09209382640 or email at reyzen.monserate@deped.gov.ph, hazel.escabillas@deped.gov.ph and cristy.epe74@deped.gov.ph
6. For your information, guidance and compliance.



CRISTY C. EPE
Schools Division Superintendent 

