



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

**DIVISION MEMORANDUM**  
No. 215, s. 2020

March 17, 2020

**ISSUANCES FROM THE CITY GOVERNMENT OF DIGOS RELATIVE TO COVID-19**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID&SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
All School Heads  
All Teaching and Non-Teaching Personnel

1. Attached are the copies of Executive Orders issued by the City Government of Digos relative to COVID-19. The issuances are as follows:
  - a. Executive Order No. 16 series of 2020 entitled “An Order Establishing A Comprehensive Health Guidelines for the Implementation of Executive Orders No.007-2020 and No. 008-2020 Issued by this Office, and in Relation to the Proclamation No. 922 of President Rodrigo R. Duterte Declaring A State of Public Health Emergency Throughout the Country Due to Corona Virus Disease (COVID-19)”
  - b. Executive Order No. 17 series of 2020 entitled “An Order Declaring Suspension of Classes in All Levels Starting on March 13, 2020 Until Further Notice Due to COVID-19, Pursuant to the Proclamation No. 922 of President Rodrigo R. Duterte Declaring A State of Public Health Emergency Throughout the Country Due to Corona Virus Disease (COVID-19)”
  - c. Executive Order No. 19 series of 2020 entitled “An Order Declaring the Entire City of Digos Under Community Quarantine Due to COVID-19”
2. All personnel of DepEd Digos City Division are obliged to follow and strictly observe the directives of the City Government of Digos.
3. For your information, guidance and compliance.

DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
57097

DATE: 18 MAR 2020 TIME: 4:39

BY: [Signature]

  
**CRISTY C. EPE**  
Schools Division Superintendent



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Republic of the Philippines  
Province of Davao del Sur  
**CITY OF DIGOS**  
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DepEd Schools Division Office - Digos City  
RECORDS SECTION

57097  
DATE: MAR 16 2020 TIME: 10:15 AM

## OFFICE OF THE CITY MAYOR

EXECUTIVE ORDER NO. 007-20  
Series of 2020

**AN ORDER DECLARING SUSPENSION OF CLASSES IN ALL LEVELS STARTING ON MARCH 13, 2020 UNTIL FURTHER NOTICE DUE TO COVID-19, PURSUANT TO THE PROCLAMATION NO. 922 OF PRESIDENT RODRIGO R. DUTERTE DECLARING A STATE OF PUBLIC HEALTH EMERGENCY THROUGHOUT THE COUNTRY DUE TO CORONA VIRUS DISEASE (COVID-19)**

**WHEREAS**, under Section 15, Article II of the Philippine Constitution, it is the policy of the State to protect and promote the right to health of the people;

**WHEREAS**, the World Health Organization (WHO) declared the outbreak as a Public Health Emergency of International Concern;

**WHEREAS**, the City Government of Digos issued last February 13, 2020 Executive Orders No. 007 and No. 008 series of 2020 in relation to the creation of COVID-19 Task Force and mandating all establishments to observe proper precautionary health measures to prevent the spread of COVID-19, respectively;

**WHEREAS**, COVID-19 cases in the Philippines continue to rise causing economic losses and putting the public health of our people at stake;

**WHEREAS**, the Department of Health has raised the emergency alert level to Code Red, which requires that extreme precautionary measures must be practiced and observed;

**WHEREAS**, President Rodrigo R. Duterte issued Proclamation No. 922 declaring a State of Public Health Emergency throughout the Philippines due to Corona Virus Disease (COVID-19);

**NOW THEREFORE, I, JOSEF F. CAGAS**, by virtue of the powers vested upon me as Local Chief Executive of the City of Digos, do hereby order the Suspension of Classes in All Levels starting on March 13, 2020 until further notice due to COVID-19, subject to the following guidelines:

**SECTION 1. SCOPE OF SUSPENSION OF CLASSES.** The order of suspension covers all levels from pre-school up to tertiary level including post graduate school and law school, both in private and public school or educational institution, including technical and vocational institutions within the City of Digos. Provided that the suspension order is limited only to students of the concerned schools or educational institutions. All employees of the concerned schools and educational institutions are still required to report to their respective institutions subject to the discretion of their school administrators.

**SECTION 2. CANCELLATION OF MASS EVENTS AND GATHERINGS.** All school events and activities that draw huge number of attendees or mass gatherings, such as but not limited to graduation and moving up ceremonies, PTA assemblies and the like are hereby cancelled until the lifting of State of Public Health Emergency or until further notice. However, off-campus activities which only involve fewer number of students, such as but not limited to OJT's and other trainings as pre-requisite to their student assessment rating and evaluation, are subject to the discretion of the school administrator provided that they adhere to the guidelines of the Department of Education, Commission on Higher Education and TESDA.



In lieu of the cancellation of classes, all schools are hereby mandated to conduct regular disinfection schedule and disinfect their places as frequent as possible.

**SECTION 3. ALTERNATIVE LEARNING MECHANISM.** All schools and educational institutions are hereby mandated to conduct Distance Learning Method or any Alternative Learning Mechanism in lieu of classroom based education, subject to the rules and guidelines set forth by the Department of Education, Commission on Higher Education and TESDA whenever applicable. Schools and teachers are also encouraged to give home based assignments to students in order to ensure continued learning despite the suspension of classes, whenever practicable. Completion of Academic Requirements are also subject to the rules and guidelines prescribed by the above mentioned agencies and offices.

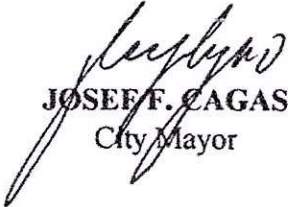
**Section 4. MONITORING OF STUDENTS.** All students are hereby ordered to remain in their respective houses and are prohibited from going to public places such as malls, internet shops, recreational centers, markets and the like, except in emergency cases or when they are under the direct and actual guidance and supervision of their parents.

All members of the COVID-19 Task Force, PNP and concerned offices are hereby ordered to monitor all malls, internet shops, recreational activities, markets and the like to ensure that children are not free to go roaming around in public places without their parents.

**SECTION 5. SEPARABILITY.** If for any reason, any part or provision of this Executive Order shall be found unconstitutional or invalid, other parts or provisions thereof which are not affected thereby shall continue to be in full force and effect.

**SECTION 6. EFFECTIVITY.** This order shall take effect immediately and shall remain in force until expressly revoked.

Done this 12<sup>th</sup> day of March 2020, Digos City, Davao del Sur.

  
**JOSE F. CAGAS**  
City Mayor





Republic of the Philippines  
Province of Davao del Sur  
**CITY OF DIGOS**  
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## OFFICE OF THE CITY MAYOR

EXECUTIVE ORDER NO. 0016-20  
Series of 2020

**AN ORDER ESTABLISHING A COMPREHENSIVE HEALTH GUIDELINES FOR THE IMPLEMENTATION OF EXECUTIVE ORDERS NO. 007-2020 AND NO. 008-2020 ISSUED BY THIS OFFICE, AND IN RELATION TO THE PROCLAMATION NO. 922 OF PRESIDENT RODRIGO R. DUTERTE DECLARING A STATE OF PUBLIC HEALTH EMERGENCY THROUGHOUT THE COUNTRY DUE TO CORONA VIRUS DISEASE (COVID-19)**

**WHEREAS**, under Section 15, Article II of the Philippine Constitution, it is the policy of the State to protect and promote the right to health of the people;

**WHEREAS**, the World Health Organization (WHO) declared the outbreak as a Public Health Emergency of International Concern;

**WHEREAS**, the City Government of Digos issued last February 13, 2020 Executive Orders No. 007 and No. 008 series of 2020 in relation to the creation of COVID-19 Task Force and mandating all establishments to observe proper precautionary health measures to prevent the spread of COVID-19, respectively;

**WHEREAS**, COVID-19 cases in the Philippines continue to rise causing economic losses and putting the public health of our people at stake;

**WHEREAS**, the Department of Health has raised the emergency alert level to Code Red, which requires that extreme precautionary measures must be practiced and observed;

**WHEREAS**, President Rodrigo R. Duterte issued Proclamation No. 922 declaring a State of Public Health Emergency throughout the Philippines due to Corona Virus Disease (COVID-19);

**NOW THEREFORE, I, JOSEF F. CAGAS**, by virtue of the powers vested upon me as Local Chief Executive of the City of Digos, do hereby order the following health guidelines:

**SECTION 1. SCOPE.** This order is made applicable to all establishments and institutions, whether public and private, including but not limited to public and private schools, offices, malls, theaters, enclosed recreational areas, hotels, inns and the like, restaurants, public markets, churches and any other public places and areas where people are publicly gathered. Furthermore, this order is also made applicable to residences and houses whenever practicable.

**SECTION 2. SANITARY AND HEALTH GUIDELINES.** The following must be implemented and strictly observed in every public and private establishments and institutions including schools, offices, restaurants, enclosed-areas and respective houses within the City of Digos:

1. Avoid organizing non-essential events that draw huge number of attendees or mass gathering until further notice by the Department of Health or concerned government office. Churches and places of worship are advised to come up with their own respective guidelines during the celebration of masses and other religious activities;
2. Create and implement sanitary and health protection measures by encouraging the



public who enters their establishment to have frequent hand hygiene with the use of alcohol-based hand rubs or soap/water;

3. Hand sanitizers or alcohol must be made readily available to the public before entering and leaving the office or establishment;
4. Actively monitor all persons coming in and out of their establishments whether these persons are showing or experiencing signs and symptoms of the disease;
5. Observance of housekeeping procedures and proper waste management;
6. All owners of the establishments, offices, schools, restaurants, hotels and the like are mandated to conduct regular disinfection schedule and disinfect their places as frequent as possible;
7. Persons who have shortness of breath, fever cough, and flu-like symptoms shall stay at home and have themselves checked by a physician; and
8. Ensure compliance with all DOH advisories and other pertinent laws, rules and regulations;

**SECTION 3. WEARING OF FACE MASKS.** The following guidelines should be followed for the usage of surgical face masks:

1. Only persons who are caring for the sick and those with respiratory infection or disease or those experiencing symptoms of coughing, sneezing, and/or having fever is strictly recommended to use surgical face mask in accordance with the DOH Advisory; and
2. If there is an official and urgent call or purpose to go out or be in a crowded and public place, one should wear a mask as a way of precautionary measure.

**SECTION 4. INFORMATION, EDUCATION AND COMMUNICATION CAMPAIGN.**

1. All establishments shall provide signage and devices to warn and inform workers and the public of the hazards of COVID-19 as a means of strengthening the information, education and public awareness;
2. Public Health advisories shall be posted in prominent and strategic positions and locations in a language understandable to all, and in accordance with existing laws;
3. Closely coordinate and communicate with the Digos City COVID-19 Task Force, City Health Office and DOH in cases when the establishment have knowledge of some suspected Person Under Investigation (PUI) roaming publicly;

**SECTION 5. GOVERNMENT OFFICES IN DIGOS CITY.** Unless otherwise declared, all government offices in Digos City will continue to be of service to the public in order to ensure that there will be no disruption of government services subject to the following conditions:

1. However, pursuant to Civil Service Memorandum Circular No. 07 series of 2020, offices in the Local Government Unit of Digos City will implement a compressed workweek schedule starting March 16, 2020 until further notice, subject to the following guidelines:
  - a. Offices in the Local Government Unit of Digos City are open to serve the public from 7:00 AM to 6:00PM from Mondays to Thursdays only.



- b. All employees of the Local Government Unit of Digos City are required to render services based on the above new work schedule, except those employees who are rendering frontline services or whose duties and functions are essential to public health and safety, such as but not limited to the employees of the City Health Office, CDRRMC and other offices as may be prescribed by the City Mayor.
2. All government employees of Digos City are hereby mandated to clean and disinfect their respective and personal areas and offices before accommodating clients;
3. Employees are prohibited from receiving personal visitors, except those who have official and urgent transactions;
4. Only those who have official transactions with the government are allowed to enter government premises;
5. All public activities, celebrations and mass gatherings that are initiated and organized by the City Government of Digos are hereby suspended until further notice, such as but not limited to the following:
  - a. Government Caravans;
  - b. Seminars, orientations and trainings;
  - c. Barangay Assemblies; and
  - d. All tourism activities conducted by the City Tourism office such as but not limited to the Kapatagn Trekking activities. However, Night Market is still operational provided that all vendors in the said area are hereby mandated to make extra precautionary measures; and

**SECTION 6. FOR EMPLOYERS AND EMPLOYEES.** The employers and employees, both in private and public service are encouraged to explore other alternative work arrangements such as but not limited to reduction of workhours/workdays, rotation of workers and forced leave pursuant to Labor Advisory No. 09 series of 2020 and Civil Service Memorandum Circular No. 07 series of 2020.

**SECTION 7. QUARANTINE.** The following circumstances must be subjected to quarantine:

A. Voluntary Quarantine:

1. All persons, whether resident or non-resident of Digos, who came or have travel history from a known countries with reported cases of COVID-19, must submit themselves to voluntary quarantine subject to the guidelines set forth by the DOH. Any person who fall within this condition or have knowledge of said persons must go to the nearest Barangay Health Centers, City Health Office or any nearest Hospital within the City for proper handling; and
2. All persons, whether resident or non-resident of Digos, who came or have local travel history from Luzon, Visayas, Northern Mindanao and other places in the Philippines that have known COVID-19 cases, must submit themselves to voluntary quarantine subject to the guidelines set forth by the DOH. Any person who fall within this condition or have knowledge of said persons must go to the nearest Barangay Health Centers, City Health Office or any nearest Hospital within the City for proper handling;

B. Involuntary Quarantine:

1. All persons who are experiencing shortness of breath, fever cough, and flu-like



symptoms must submit themselves to Barangay Health Centers, City Health Office or nearest Hospital for proper checkup and proper handling. Furthermore, they should subject themselves to involuntary quarantine until their condition get better. Refusal to undergo quarantine will be subjected to Compulsory Quarantine pursuant to DOH Health Advisories and existing laws and regulations on COVID-19, and will not be entitled to any health benefits from the City Government of Digos;

**SECTION 8. OTHER HEALTH REMINDERS.** Everyone is reminded to observe proper personal hygiene by adhering to the following reminders:

1. Wash your hands as often as possible with the use of soap and water for at least 20-seconds or through an alcohol-based hand sanitizer with at least 60% alcohol as prescribed by DOH;
2. Avoid close contact with people who are sick;
3. Avoid going to crowded places;
4. Stay at home when you are sick or submit to voluntary self-quarantine;
5. Consult or see a physician when you have shortness of breath, fever cough, and flu-like symptoms;
6. Use surgical masks when: you are experiencing the foregoing symptoms, you are sick, or you are handling sick people;
7. Throw used tissues and surgical masks in the proper trash bins;
8. Avoid touching your eyes, nose and mouth;
9. Drink lots of water and take vitamins regularly;
10. Exercise Social Distancing and avoid close contact with other people especially those who are showing signs of flu-like symptoms; and
11. Live a healthy lifestyle.

**SECTION 9. DUTIES AND FUNCTIONS OF COVID-19 TASK FORCE.** The COVID-19 Task Force, in cooperation with concerned agencies, departments and committees, is hereby mandated to conduct ocular inspection and monitoring to strategic places and locations in order to ensure the following:

1. That there is enough supply of goods and resources especially surgical face masks, alcohol, vitamins, medicines and etc;
2. In full cooperation with the Local Price Coordinating Council through DTL, to prevent price hike especially with reference to the above mentioned supplies and other commodities in order to maintain a stable and affordable prices;
3. That non-essential public gatherings, which drew large crowds, are not being held;
4. That establishments adhere to the foregoing health guidelines within their premises;
5. Ensure adequate public awareness on the COVID-19 and its status within every establishment;
6. Guarantee that all establishments, public or private, observed proper compliance to early detection measures in order to ensure early discovery of COVID-19 cases;

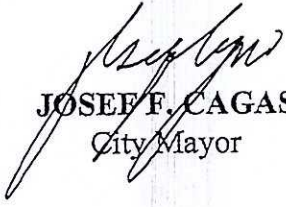


7. Ensure that hand sanitizers or alcohol are readily available to all entrance and exit points of public terminals, government offices, establishments and other strategic places as will be determined by COVID-19 Task Force; and
8. Carry out initiatives and perform all other functions that are deemed necessary for the prevention and mitigation of COVID-19 cases in relation to existing laws and DOH Advisories.

**SECTION 10. SEPARABILITY.** If for any reason, any part or provision of this Executive Order shall be found unconstitutional or invalid, other parts or provisions thereof which are not affected thereby shall continue to be in full force and effect.

**SECTION 11. EFFECTIVITY.** This order shall take effect immediately and shall remain in force until expressly revoked.

Done this 12<sup>th</sup> day of March 2020, Digos City, Davao del Sur.

  
**JOSEFF F. CAGAS**  
City Mayor





Republic of the Philippines  
Province of Davao del Sur  
**CITY OF DIGOS**  
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## OFFICE OF THE CITY MAYOR

### EXECUTIVE ORDER NO. 19 Series of 2020

#### **AN ORDER DECLARING THE ENTIRE CITY OF DIGOS UNDER COMMUNITY QUARANTINE DUE TO COVID-19**

**WHEREAS**, under Section 15, Article II of the Philippine Constitution, it is the policy of the State to protect and promote the right to health of the people;

**WHEREAS**, the World Health Organization (WHO) declared the outbreak as a Public Health Emergency of International Concern;

**WHEREAS**, the City Government of Digos issued last February 13, 2020 Executive Orders No. 007 and No. 008 series of 2020 in relation to the creation of COVID-19 Task Force and mandating all establishments to observe proper precautionary health measures to prevent the spread of COVID-19, respectively;

**WHEREAS**, COVID-19 cases in the Philippines continue to rise causing economic losses and putting the public health of our people at stake;

**WHEREAS**, as DOH confirmed positive COVID-19 cases in Iligan City and Tagum City where the latter cities already declared community quarantine and partial lockdown respectively;

**WHEREAS**, the Department of Health has raised the emergency alert level to Code Red Level 2, which requires that extreme precautionary measures must be practiced and observed;

**WHEREAS**, President Rodrigo R. Duterte on March 8 issued Proclamation No. 922 declaring a State of Public Health Emergency throughout the Philippines due to Corona Virus Disease (COVID-19);

**NOW THEREFORE, I, JOSEF F. CAGAS**, by virtue of the powers vested upon me as Local Chief Executive of the City of Digos, do hereby order the following guidelines:

1. People shall stay in their respective homes and shall only come out from their respective houses when they will go to work, buy food and medicines, go to hospitals and do things that are urgent and very essential in nature. All non-essential activities are prohibited
2. All events, public or private mass gatherings or meetings, are hereby disbanded. Everyone is mandated to strictly observe social distancing at all times;
3. All religious institutions are highly encouraged to observe social distancing at all cost especially in the celebration of their religious practices. The COVID Task Force will strictly monitor the observance of health guidelines and social distancing in the celebration of religious practices and gatherings;
4. Everyone is strictly encouraged to disinfect their respective premises which shall be sternly monitored by the City Health Office;
5. All public and private vehicles from Tagum City, Iligan City and other Local



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Government Units that have confirmed COVID-19 cases are prohibited from entering Digos City except those with official, valid and urgent purpose such as but not limited to medical purposes which will be determined by the COVID-19 Task Force and concerned offices.

6. All vehicles coming from Tagum City, Iligan City and other LGUs that have confirmed cases which will pass through Digos while en route to their destination will be escorted by concerned PNP, Digos City Response Team and other concerned agency and personnel of Digos City.
7. There shall be sanitary checkpoints in all entry and exit points of Digos City.
8. All persons coming in and out from all entry and exit points of Digos City will be monitored and scanned using thermal scanner or any other devices that can detect the body temperature and will be subjected to the rules and regulations prescribed by the COVID Task Force, DOH and other pertinent rules.
9. Reiterating Section 4 of EO No. 17, due to suspension of classes, all children, students and minors are prohibited from going to public places such as malls, internet shops, recreational centers, markets and the like, except in emergency cases or when they are under the direct and actual guidance and supervision of their parents. Parents should strictly monitor their children and observe social distancing and healthy lifestyle at all cost.
10. All establishments such as but not limited to internet shops, bars, malls, restaurants, resorts and stores shall be closed starting from 9:00 in the evening until 7:00 in the morning **except** 7/11, Convenience store, pharmacy or those stores whose business permits contain a 24/7 business operation or whose nature is relative to selling of medical goods and supplies. All establishments must be strictly regulated subject to the issuance of a subsequent Ordinance by the Sangguniang Panlungsod of Digos laying down the regulations for such purpose.
11. There shall also be a City-wide curfew subject to the issuance of an SP Ordinance by the Sangguniang Panlungsod of Digos laying down the regulations for such purpose.
12. There shall be a creation of Central Operation for COVID-19 which will establish Barangay Isolation Unit (BIU) for both PUMs and PUIs separately. The makeshift BIUs will be determined by the DepEd-Division through the help of the Punong Barangay concerned.
13. The COVID-19 Task Force and all its member agencies and offices are hereby mandated to strengthen information dissemination and education of all the people in Digos by all available means relative to COVID-19.

This order shall take effect immediately and shall remain in force until expressly revoked.

Done this 16<sup>th</sup> day of March 2020, Digos City, Davao del Sur.

  
**JOSE F. CAGAS**  
City Mayor