



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

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**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**25 August 2020**

**DIVISION MEMORANDUM**  
No. 393, s. 2020

**PROTOCOL ON THE WEARING OF FACE SHIELD AND TRANSACTING  
OFFICIAL BUSINESS IN THE SCHOOLS DIVISION OFFICE IN THE EVENT OF COVID-19  
LOCAL TRANSMISSION**

To: **ALL DIVISION OF DIGOS CITY PERSONNEL:  
TEACHING, TEACHING RELATED and NON-TEACHING**

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1. In view of the information of a case of local transmission in Digos City, the following shall be the guidelines in the Schools Division Office in rendering frontline service to clients internal and external:
  - i. wearing of face shield at all times;
  - ii. receiving of letters/documents shall be forwarded in the Division of Digos City official email address;
  - iii. external clients attended to at the tent or outside the gate shall be required to wear face mask and face shield. The no face mask and face shield, no transaction shall strictly implemented;
  - iv. all guests shall submit their letters/documents in the official DepEd email of the Digos City Division, [digos.city@deped.gov.ph](mailto:digos.city@deped.gov.ph);
  - v. visiting clients shall log their names and cellular phone numbers with signature at the logbook provided at the window of the guardhouse for contact tracing purposes in the event of COVID-19 local transmission. They shall wash hands or sanitize hands with alcohol or sanitizer with at least 70% alcohol content before writing on the logbook. This is not to scare the personnel but to take a pro-active stance in protecting internal and external clients.
2. The security guards shall wear gloves and shall be provided a logbook for contact tracing of all transacting public.
3. All personnel who have closer than a two-meter distance with visiting or arriving relatives from places with local transmission, or returning as Overseas Filipino Workers or Locally Stranded Individuals shall submit to, at least one week of WORK FROM HOME if no symptoms have manifested, concrete MOVs shall be submitted to this office. They can only return to "on site" status if the LSIs, ROFWs or those from places with Local Transmissions were TESTED/RETESTED and yielded negative of the COVID 19 Virus.
4. As government workers, all are enjoined to the strict measures on their face to face whether work or personal encounters so as to protect the Service and fellow government workers.
5. All previous issuances which are COVID-19 related and which are not contrary to current issuance of the LGU and DepEd shall remain in force and in effect.
6. For immediate dissemination and strict compliance

DepEd Schools Division of Digos City

RECORDS SECTION

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DATE: 26 AUG 2020 TIME: 2:01

BY: 



**CRISTY C. EPE**  
Schools Division Superintendent

