



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**

**16 October 2020**

**DIVISION MEMORANDUM**  
No. **495**, s. 2020

**ADHERENCE TO THE ADVISORY GUIDELINES NO. 23,  
SERIES 2020 DATED 15 OCTOBER 2020 ISSUED BY THE  
LOCAL CHIEF EXECUTIVE OF DIGOS CITY AND CREATION  
OF THE DIVISION SAFETY MANAGEMENT COMMITTEE**

To: **SCHOOLS DIVISION OFFICE PERSONNEL  
SCHOOLS TEACHING AND NON-TEACHING PERSONNEL  
REYZEN O. MONSERATE – Education Program Specialist  
JOEL B. GOMITO – Nurse II  
DHELMIE CHRISTINE S. PEÑAS – Nurse II  
FRANCES MILLECENT DURANO – Nurse II  
HAZEL MARIE L. ESCABILLAS – Nurse II  
IREENE P. DANDOY – Nurse II  
GERVASIO R. SALINAS, JR. – Education Program Supervisor (CID)  
VINCENT S. ZAMBRA – Administrative Assistant III (Admin. Section)  
DANILO B. EBOL - Administrative Assistant III (Budget and Finance Section)**

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1. The Office of the Schools Division Superintendent accedes and supports the intention of Mayor Josef F. Cagas in mitigating the cases of COVID - 19 and strengthening the containment mechanism of this city by implementing safety management measures in the Schools Division Office and the Schools in consonance with City Government of Digos COVID-19 Advisory Guidelines No. 23, Series 2020 issued on 15 October 2020.
2. Thus, the Division of Digos City hereby creates the Safety Management Committee which shall be composed of the following personnel, to wit:
  - a. REYZEN O. MONSERATE – Safety Officer
  - b. JOEL B. GOMITO – Assistant Safety Officer
  - c. DHELMIE CHRISTINE S. PEÑAS - Member
  - d. HAZEL MARIE L. ESCABILLAS – Member
  - e. FRANCES MILLICENT DURANO – Member
  - f. IREENE P. DANDOY – Member
  - g. GERVASIO R. SALINAS, JR. – Member (CID)
  - h. VINCENT S. ZAMBRA – Member (Admin. Section)
  - i. DANILO B. EBOL – Member (Budget and Finance Section)
3. As such, the Members of the Safety Management Committee shall perform the duties and responsibilities provided in Item No. 3 of the Advisory Guidelines No. 23, s. 2020 effective October 17, 2020 and to disseminate the Advisory Guidelines to the personnel of the schools division office and the schools.



4. The following are some of the salient points of the said guidelines which this Schools Division is very much concerned, to wit:

***“Paragraph 2. SOCIAL AND MASS GATHERINGS***

- a. All ceremonies, events, and gatherings must be registered at the Digos City Contact Tracing System at [www.digoscity.online](http://www.digoscity.online).*

***Paragraph 3. SAFETY MANAGEMENT MEASURES AT WORKPLACE AND ESTABLISHMENTS***

- a. All public and private offices including business establishment and public markets must have a Safety Officer...xxx;*
- b. The Safety Officer must assist in the implementation, coordination and monitoring of the system of Safe Management Measures and Strict Health Protocols at the workplace or business establishments;*
- c. The Safety Officer must keep records of visitors, guests, clients or customers for contact tracing purposes to be made available upon request by a government inspector or contact tracer;*
- d. The Safety Officer must ensure that all onsite personnel, including employees, visitors, suppliers and contractors, practice social distancing and wear a mask and other necessary personal protective equipment at all times at the workplace or establishments, except during activities that require masks to be removed;*
- e. The Safety Officer should encourage the employees and workers to observe good personal hygiene, e.g. Wash hands regularly and refrain from touching their face;*
- f. The Safety Officer must control access at the workplace or establishments to only essential employees and authorized visitors, guests, clients or customers;*
- g. Personnel, workers or employees who are unwell (including having a fever upon temperature screening) must be refused entry to the workplace or establishment;*
- h. Visitors who are unwell should be asked to reschedule their appointments to another day when they are well;*
- i. Where physical interaction cannot be avoided, precautions should be taken to ensure clear physical spacing of at least 1 meter though physical means and demarcation of safe physical distances (at least 1 meter apart) by using indicators such as signs, tape marks, or other visual cues such as decals or colored tapes;*
- j. Employers who are service buyers should also require their suppliers and contractors to implement similar safe distancing measures...xxx;*
- k. Employers must not organize or encourage social gathering within or outside the workplace;*



- l. *Employers must ensure that employees adhere to the permissible group size based on prevailing guidelines on social gatherings at the workplace, including during meals or breaks.*

**Paragraph 6. SKELETAL WORKFORCE**

- a. *All government offices must observe a skeletal workforce to continue to work except those involved in security, health services, social welfare, sanitation, disaster and information wherein they will work in full operations.”*
5. The Members of the Safety Management Committee shall collaborate with the School Heads in designating a school-based Safety Officer who shall ensure the implementation of the Safety Management Measures in the school together with the School Head.
6. Further, in relation to the issuance of Advisory Guidelines No. 23, s. 2020, the City Government of Digos also issued on the same date Advisory Guidelines No. 24, series 2020 defining Critical Zone, a House and Residential building and when to declare a House or Residential building a critical zone, and when to lockdown certain areas in the city due to COVID-19 related case. In relation to this, the Office of the Schools Division Superintendent will be issuing a memorandum on the movement of division and school personnel in the event certain area/s in the city where our school/s is/are located will be declared a critical zone or in a lockdown.
7. For immediate dissemination and strict compliance.



**CRISTY C. EPE**  
Schools Division Superintendent

