



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2026-742

To : All Public Schools District Supervisors
Elementary and Secondary School Administrators
School Health and Nutrition Section Personnel
All Others Concerned

Subject : **REITERATION OF HEALTH PROTOCOLS, DESIGNATED ROLES,
AND MANDATORY DAILY AND WEEKLY REPORTING FOR
NOTIFIABLE AND CONTAGIOUS DISEASES IN SCHOOLS**

Date : July 13, 2026

1. In light of recently reported clusters of contagious and communicable cases in various schools, this Office reiterates the strict implementation of Department of Education (DepEd) health directives, specifically DepEd Order No. 39, s. 2022, and the Preventive Alert System in Schools (PASS), to ensure immediate containment and guarantee the safety of learners and personnel.
2. To establish an efficient and coordinated response, all school implementation must strictly adhere to the following designated roles and responsibilities:
 - School Heads must act as the overall incident managers and decision-makers in the Preventive Alert System in Schools (PASS). They are responsible for actively monitoring critical alerts, facilitating immediate campus response strategies and protocol enforcement, and ensuring swift, clear communication to safeguard the entire school community.
 - School Personnel / Classroom Teachers shall serve as the primary frontline monitors. Teachers must conduct daily health screening via PASS upon learners' arrival, immediately isolate symptomatic students in the school clinic, notify parents/guardians, and strictly enforce classroom-level WinS (Water, Sanitation, and Hygiene) protocols. They are also directed to closely monitor and report sudden trends in sickness-related absenteeism to the school head.
 - School Clinic Coordinators shall manage the technical and clinical aspects of containment and communicate incidents to their district nurses. They are responsible for conducting initial medical assessments, maintaining the school case registry, and consolidating health data for immediate submission to the SDO. Furthermore, they shall oversee contact tracing and clear returning learners before reintegration into face-to-face classes.



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- Health and Nutrition Unit (HNU) shall function as the central monitoring and division-level epidemiological hub. The Division HNU is responsible for consolidating all incoming health data from the district, analyzing transmission trends, and rendering medical/technical assistance to schools. Furthermore, the Division HNU shall manage official inter-agency coordination to streamline testing, contact tracing, and medical clearance protocols.
3. **Mandatory Weekly Reporting Guidelines:** To ensure accurate data tracking and timely division-wide intervention, all School Heads, through their respective School Clinic Coordinators, are strictly directed to accomplish and submit the Weekly School Health Consolidated Status Report.
- **Daily Surveillance Reporting (For Notifiable Diseases and Clustering):** In strict compliance with RA 11332, any suspected, probable, or confirmed cases of Nationally Notifiable Diseases (such as Measles, Dengue, Hand-Foot-and-Mouth Disease/HFMD, Chickenpox) or any unusual clustering of symptoms must be reported immediately or within 24 hours from detection. Schools must transmit these reports concurrently to their local Barangay Health Center and to their District Nurses.
 - **Weekly Consolidated Health Reporting:** For general monitoring and trend mapping, all School Heads, through their respective School Clinic Coordinators, are directed to accomplish and submit the Weekly School Health Consolidated Status Report.

Strict Deadline: Reports must be submitted to their respective District Nurses every Friday, on or before 1:00 PM. This is to allow the District Nurses ample time for division-level data consolidation and submission to the Local Government Unit's Epidemiology and Surveillance Unit (CHO-CESU).

4. Public Schools District Supervisors (PSDSs) and the Division HNU are directed to closely monitor compliance with this Memorandum, ensure the strict adherence to the reporting deadline, and provide necessary technical assistance to schools experiencing active health clusters.
5. Immediate dissemination of and strict compliance with this Memorandum is directed.

Melanie P. Estacio
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Schools Division Superintendent

DepEd Schools Division of Digos City
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