



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SALVADOR CITY**

11 March 2020

DIVISION MEMORANDUM

No. 080, s. 2020

**INTERNAL MEASURES RELATIVE TO THE CORONA VIRUS  
DISEASE 2019 (COVID-19)**

To: **Asst. Schools Division Superintendent**  
**Chief CID, SGOD**  
**PSDS, Education Program Supervisors**  
**Section Heads**  
**All Public Elementary & Secondary School Heads**  
**All Others Concerned**  
This Division

1. Upon confirmation of local transmission in the country and in anticipation of possible community transmission, Department of Health (DOH) raised COVID-19 Alert System to *Code Red sublevel 1*. Accordingly, this Division shall adopt the following measures in response to this.
  - i. Hand sanitizers and/or alcohols shall be available at the entrance c/o Officer of the Day station for sanitization purposes;
  - ii. Thermal scanner/s shall be used to test the body temperature of employees and visitors in the Division Office;
  - iii. Sanitization Thursdays- all employees shall allocate time every afternoon of Thursday for the sanitization of their respective work areas (e.g. wipe alcohol in door knobs and tables) and cleaning of respective workplace; and
  - iv. 24-hour quarantine- employees who have fever shall be advised to undergo 24-hour quarantine. Employee shall return to work only upon full recovery. This shall not be deducted to the employee's leave/service credits, provided it is supported with a medical certificate.
  
2. For information, guidance and compliance.

**OLGA C. ALONSABE**  
Asst. Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

To be indicated in the Perpetual Index  
Under the following subjects:

ATTENDANCE                      POLICY

OSDS/AMA

