Republic of the Philippines

Department of Education

REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

8 September 2020

DIVISION MEMORANDUM
No. 186, s. 2020

Reiterating The Need To Self-Report Health Status, Including Possible COVID-19 Exposure

To: **Division Chiefs**
Section Heads
Elementary School Heads
Secondary School heads
All Others Concerned
This Division

1. The DepEd Task Force COVID-19 (DTFC) has released DTFC Memorandum No. 104, or the "Reiterating the Need to Self-Report Health Status, Including Possible COVID-19 Exposure", dated September 2, 2020, after several intances where the existing protocols on COVID-19 reporting has been breached.

2. Pursuant to the aforementioned memorandum issued by the DTFC, this office urges all DepEd personnel in the Division to observe prompt reporting in the event of exposure, close contacts, suspect, probable and confirmed cases of COVID-19 following the existing protocols as stipulated in the COVID-19 contingency plan of the Division.

3. Furthermore, it reiterates that the concerned personnel shall inform **within 24 hours** their immediate Supervisor/ Head of Office and the Division Medical Officer/Division Health Personnel based on the provision of DTFC Memorandum No. 95. The timely reporting of information by one being exposed to close contacts or suspects/probable/confirmed cases is beneficial to all concerned on the following grounds, to wit:

a. To expedite the conduct of contact tracing within the work place
b. Personnel concerned can be advised to isolate and monitor self for possible development of symptoms and may be provided with the necessary assistance
c. To prevent the media from knowing the information first about the case ahead of the DepEd key officials.

4. The cooperation of all concerned is enjoined.

OLGA C. ALONSABE, PhD, CESE
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

To be indicated in the Perpetual Index
School Health & Nutrition Section/SGOD