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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

DepEd Task Force COVID-19
MEMORANDUM No. 99
26 August 2020

For: **Central Office Officials and Personnel**
All Others Concerned

Subject: **EXPANSION AND REITERATION OF FUNCTIONS**
OF THE CENTRAL OFFICE TASK FORCE COVID-19

On 09 March 2020, DepEd Task Force COVID-19 (DTFC) Memorandum No. 2 created the **Central Office Task Force COVID-19** (COTF-COVID-19) to implement preventive measures in the Central Office in relation to the COVID-19 threat, including but not limited to organizing sanitation, disinfecting areas, and setting protocols for personnel and visitors inside the Central Office.

Thereafter, critical policies governing DepEd CO response to COVID-19 such as the Required Health Standards in Basic Education Offices and Schools (DepEd Order No. 14, s. 2020), the Updated Protocols in Handling, Managing, and Testing of Reported COVID-19 Cases and Close Contacts at the Central Office (DTFC Memorandum No. 95, which revises DTFC Memorandum No. 68), and the Creation of a Central Office Quarantine Management Team (DTFC Memorandum No. 97) were issued, guided by new directives from the Department of Health and the Inter-Agency Task Force on Emerging Infectious Diseases.

With initial response focusing on the creation and implementation of protocols and physical controls for addressing the pandemic, strengthening measures for the promotion of employee welfare is now being better advanced.

In light of these developments, lessons learned from initial implementation of protocols, and the growing number of COVID-19 cases in the CO, the following changes and reiterations to the composition and functions of the COTF-COVID-19 are made:

Composition of the COTF-COVID-19

1. The COTF-COVID-19 shall be expanded to include the **Bureau of Human Resource and Organizational Development** (BHROD) as a member office.



Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers' Camp (BTC), Central Security & Safety Office (CSSO)]

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2. The BHROD shall:

- a. Monitor compliance of the CO to DepEd Order No. 11, s. 2020 (Revised Guidelines on Alternative Work Arrangements in DepEd During the Period of State of National Emergency Due to COVID-19 Pandemic) to ensure both the unhampered delivery of services and the safety and security personnel;
- b. Facilitate appropriate support and benefits to CO personnel confirmed as Close Contacts, Suspect, Probable or Confirmed COVID-19 cases, which includes assisting in PhilHealth requirements and personnel leave privileges;
- c. Provide mental health and psychological support services to affected personnel in coordination with the Disaster Risk Reduction and Management Service (DRRMS);
- d. Facilitate access of CO personnel to relevant information related to DepEd, DOH, and PhilHealth COVID-19 measures (e.g. infographics, directory of accredited testing and isolation facilities, etc.); and
- e. Explore other forms of necessary COVID-19 assistance to CO personnel based on available resources.

3. The membership of the **Central Office Clinic**, which operates under the Administrative Service, is underscored.

4. A **Central Office Quarantine Management Team** is created under the COTF-COVID-19, pursuant to DTFC-19 Memorandum 97.

Reiteration of Functions of the COTF-COVID-19

Further to the functions stipulated in DTFC Memorandum No. 2, the COTF-COVID-19 shall continue and strengthen the implementation of the following pursuant to relevant DTFC issuances:

5. The COTF-COVID-19 shall take charge of the overall implementation of the Updated Protocols in Handling, Managing, and Testing of Reported COVID-19 Cases and Close Contacts at the Central Office (DTFC Memorandum No. 95). This includes the following:

- a. Creating and implementing a case management plan for confirmed cases in the Central Office. The following are specifically highlighted:
 - i. Convening, within 24 hours upon being notified of a confirmed case or other complicated cases such as those that require emergency response (e.g. personnel needing critical care, personnel whose entire family get infected, etc.) in the Central Office, the concerned offices through a teleconference to discuss details of how the case will be managed.
 - ii. Recommending the lockdown of the DepEd Complex to the DepEd Executive Committee, partially or entirely, if warranted based on the prevailing conditions per case, and in accordance



with the agreed ways on how the case will be managed and the DTFC guidelines to be issued through a separate memorandum on the declaration of lockdown in the Central Office.

- iii. Issuing an advisory within 24 hours from the confirmation of information that a CO personnel has tested positive of COVID-19, especially if the personnel concerned physically reported to the office two days before the onset of symptoms.

The advisory to be issued shall provide general information about contact tracing, disinfection efforts, and other interventions done regarding the case, without necessarily disclosing the name and other personal information of the personnel concerned and their close contacts, unless otherwise specifically requested/decided upon by the personnel concerned.

Follow-up advisories shall be issued at least every three days, or as frequently as necessary, to address possible concerns or allay fears of other personnel physically reporting to work.



- b. Taking charge of coordinating with the relevant authorities on the case and with relevant DepEd offices for assistance, through the CO clinic medical doctor and in close coordination with the Head of Office of the personnel concerned.
- c. Providing, through the BHROD, and the DRRMS and the BLSS-SHD as needed, the necessary assistance to CO personnel concerned regardless of status (e.g. including those under Contract of Service or Job Order).
- d. Ensure that all offices maintain a daily logsheet of all the persons entering their respective premises, with contact information, as a proactive measure in aid of possible contact tracing in the future.
- e. Submitting consolidated daily reports to the DTFC through the BLSS-SHD and the DRRMS for inclusion in daily DepEd COVID-19 Situation Reports submitted to the Executive Committee.

The cooperation of all Offices and personnel is enjoined to ensure the safety of all.



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