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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

DepEd Task Force COVID-19
MEMORANDUM No. 105
04 September 2020

For: **Secretary Leonor Magtolis Briones**
Undersecretaries & Assistant Secretaries
Bureau & Service Directors
Central Office Personnel

Subject: **ESTABLISHMENT OF ONE-STOP RECEIVING- DISINFECTION**
STATION AND ISOLATION STATION AT THE CENTRAL
OFFICE

In observance of the health standard measures in the DepEd Central Office, the following facilities shall be established and will be operationalized **starting 07 September 2020**, to wit:

1. A **One-Stop Documents Receiving and Disinfection Station** to be managed by the Records Division, Administrative Service, located at the Ground Floor, Bonifacio Building at the back of the Prayer Room. This will serve as the receiving and disinfection area of incoming pouches, documents, packages and other deliveries coming from various external couriers and offices. Physical movements of non-DepEd personnel within the Central Office premises will be limited. Refer to attached procedure and process flow; and
2. An **Isolation Station** to be managed by the Medical Team of the Central Office Covid-19 Task Force, located within the immediate premises of the CO Emergency Exit Gate properly set-up, equipped and identified. This facility shall be the resting and monitoring station for symptomatic patients and for those needing emergency care as evaluated by the Medical Team.

For information and guidance.

ALAIN DEL B. PASCUA
Undersecretary



Office of the Undersecretary for Administration (OUA)

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

Department of Education, Central Office, Meralco Avenue, Pasig City
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depeditayo



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**RECORDS DIVISION
ADMINISTRATIVE SERVICE
ONE-STOP RECEIVING & DISINFECTION STATION**

- 1. The tent will serve as area for the following:**
 - a. Receiving of all pouches, documents, packages and other deliveries coming from various couriers, and external agencies.
 - b. Disinfection of all the received pouches, documents, packages, and deliveries.

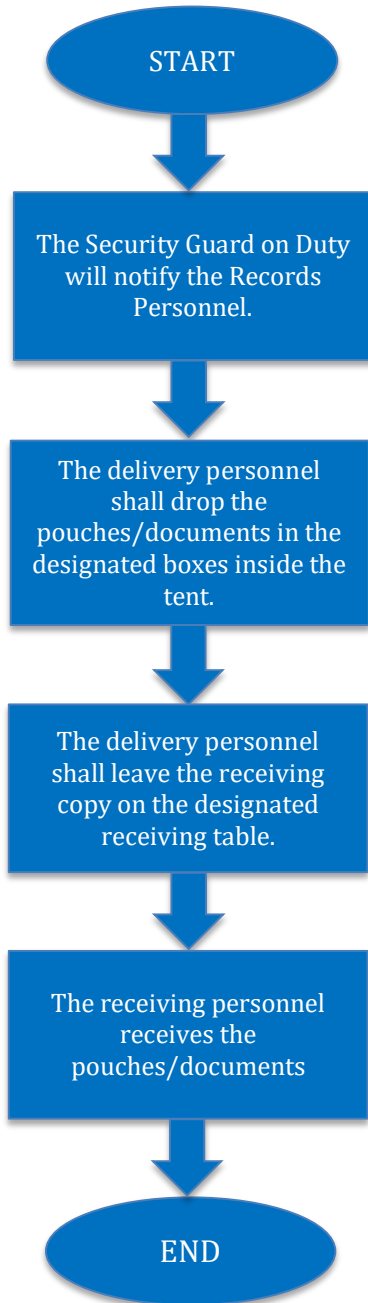
- 2. Receiving procedure**
 - a. The Security Guard on Duty at Gate 2 will notify the Records Personnel onsite upon the arrival of the delivery personnel.
 - b. The delivery personnel shall directly place the pouches/documents in the designated box inside the tent to avoid direct contact with possible infected documents.
 - c. The delivery personnel shall leave the receiving copy on top of the table outside of the tent and observe social distancing for the Records personnel to receive it.
 - d. Upon receipt, the receiving personnel will observe social distancing in order for the delivery personnel to get the receiving copy.

- 3. Disinfection procedure**
 - a. Set the UV light.
 - b. Disinfect the documents/pouches for 1 hour.
 - c. After disinfection, there will be a 1-hour ventilation to avoid exposure from the UV light.
 - d. Food deliveries will be disinfected onsite by the ordering personnel who will be notified of the same upon receipt.

- 4. Start of Records Management process, wherein all the disinfected pouches/documents will be brought to the Records Division.**



RECEIVING PROCESS



DISINFECTION PROCESS

