



Republic of the Philippines

Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

Office of The Schools Division Superintendent

Division Memorandum # 285 s. 2021

**To: All SDO Personnel
RENHS Personnel
An-Ananaao IS Personnel
All Others Concerned**

Date: August 22, 2021

- I. In view of the current presence of a Suspected COVID-19 Case in the Schools Division Office of Abra with a Reactive Result to IgM of COVID-19 Antigen Test, the following actions shall now be undertaken:

A. Personnel

1. All Division Office personnel will Undergo Alternative Working Arrangements (Work from Home) on August 23, 2021 for a Systemic Disinfection of Facilities;
2. Some Division Office Personnel will report on Alternative Working Arrangements (Skeleton Workforce) from August 24, 2021 to August 27, 2021. Personnel with Co-Morbidities and Symptoms of SARS-COV2 Infection (Cough, Colds, Fever, Sore Throat, etc.) will not be allowed to physically report under Skeleton Workforce.
3. All reporting personnel will be required to strictly follow the Basic Health Protocols as stated by DepEd Order no. 14, s. 2020;
4. Participants of the Brigada Eskwela Kick-off Activities in Rosalio Eduarte NHS and An-Ananaao IS are strongly advised to undergo Alternative Working Arrangements (Work from Home) and self-isolate until further notice.

B. Disinfection

1. Daily sanitation and disinfection of Workstations are highly advised;
2. Disinfection of Facilities with heavy traffic during the Brigada Eskwela Kick-off Activities is strongly advised to be systematically disinfected using Department of Health Approved Solutions and Procedures

C. Transactions

1. All Face to Face transactions will temporarily be suspended on August 23 and 24.
2. The use of Online Platforms is highly encouraged in scheduling appointments before proceeding to the division office on August 25 to 27. Official email and contact numbers of SDO sections / units / division, disseminated through division memoranda shall be used. Please use these official contact numbers and emails also in transacting with concerned personnel / section / unit / division for official matters / concerns / business.

Advisory-SchoolHealthSection-COVID-19-Suspect Case-8/22/2021



Address: [Actividad-Economia St., Zone 2, Bangued, Abra](#)
Telephone No.: (074)614-6918
Website: <http://www.depedabra.com>



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3. Transactions involving submission only of papers, reports and other essential documents will be on a Drop-and-Go Process. All Documents to be submitted shall bear the name of the personnel who will receive the document/s. Said documents will be received by the Security Personnel on Duty.
4. Mass Gathering and other activities requiring more than 30 participants, including facilitators, or has more than 30% of the venue capacity will be temporarily suspended and is highly advised that the program proponents shall consider the implementation of said activities using virtual platforms.
5. The supply section is hereby informed to postpone the delivery of scheduled meals and snacks for limited F2F activities if these were reset to be conducted virtually.
6. School Face-to Face Transactions at RENHS and AIS is highly advised to be Temporarily suspended. Online Transaction is highly encouraged.

D. Contact Tracing

1. All Close Contact Personnel of the Suspected Case must report themselves to their respective COVID-19 Case Reporting Personnel or to the Division COVID-19 Case Reporting Personnel at janssenbasil.damian@deped.gov.ph or schoolhealthabra@gmail.com using the attached format.
 2. All Close Contact Personnel of the Suspected Case are strongly advised to undergo self-isolation while waiting for result of the Suspected Case's RT-PCR.
- ii. Immediate and widest dissemination of this memorandum is hereby directed.

BENILDA M. DAYTACA, EdD, CESO VI
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent

Advisory-SchoolHealthSection-COVID-19-Suspect Case-8/22/2021



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