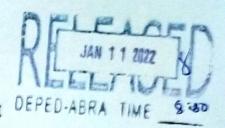


Republic of the Philippines Department of Education

Cordillera Administrative Region SCHOOLS DIVISION OFFICE OF ABRA



January 10, 2022

Division Memorandum No. <u>b04</u>, s. 2022

Assistant Schools Division Superintendent TO:

Chief Education Supervisors, SGOD and CID

Administrative Officer V

All Public and Private School Heads

All School Health Personnel

All COVID-19 School Focal Persons

UPDATED COVID-19 REPORTING PROCESS

I. The Office of rthe Undersecretary for Administration (OUA), through the Bureau of Learner Support Services-School Health Division (BLSS-SHD), the Information Communications Technology Services (ICTS) and the Schools Division of Abra, issues this updated guidelines on the COVID-19 Reporting Procedure for the Department iof Education.

A. CASE REPORTING PROCEDURE:

Step 1. Individual Case Reporting Form (Annex A to OUA Memo 00-0122-0028) shall be filledup by the school/office personnel or learners via their respective guardians. COVID-19 classification shall follow the latest guidelines from the Department of Health (DOH).

Step 2. Forward the filled-out Individual Case Form to the Designated COVID-19 Focal Person for Recording

ioi itecording.	
Division Office	Janssen Basil M. Damian, RN, SDO Clinic
District Level	Designated District Nurse/ COVID-19 Focal
	Person
School Level	Designated COVID-19 Focal Person

Step 3. The Division COVID-19 Focal Person shall Encode the cases via the COVID-19 Monitoring System (CMS) which can be accessed through https://cms.deped.gov.ph. school and District COVID-19 Focal Persons shall submit the Individual Reporting Form to the Division COVID-19 Focal for Encoding.

**Note that the Schools and District should have a record of their reported cases from January 2020 to present, and are archived following the the provission of the Data Privacy Act of 2012 (RA 10173).

Step 4. Encoded Cases shall be update as necessary (i.e. Recovery, change in Status, Death, etc.). Personnel or learners shall contact their respective COVID-19 Focal Persons for status updates and Vice Versa.

II. All information shall be collected and processed according to the Data Privacy policies and guidelines of the Department of Education.



Address: Actividad-Economia St., Zone 2(Consiliman), Bangued, Abra

Telephone Nos.: 074) 614-6918 Email Address: abra@deped.gov.ph Website: http://www.depedabra.com





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III. For Concerns and Clarifications on the updated guidelines, send an e-mail to schoolhealthabra@gmail.com.

IV. For information and Strict Compliance.

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

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