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Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

January 10, 2022

Division Memorandum
No. 004, s. 2022

**TO: Assistant Schools Division Superintendent
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 the 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 of Education.

A. CASE REPORTING PROCEDURE:

Step 1. Individual Case Reporting Form (Annex A to OUA Memo 00-0122-0028) shall be filled-up 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:

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 provision 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.



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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
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Officer In-Charge
Office of the Schools Division Superintendent



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