



RELEASED
JAN 14 2022

DEPED-ABRA TIME 8:02

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

January 13, 2022

DIVISION MEMORANDUM
No. 006 s. 2022

GUIDELINES FOR ENTRY OF DIVISION AND SCHOOL PERSONNEL REPORTING FOR WORK ON-SITE AND SUSPENSION OF LIMITED FACE-TO-FACE CLASSES DUE TO ALERT LEVEL 3

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
All Schools Division Office Personnel
All School Heads
All Teaching, Teaching-Related, and Non-Teaching Personnel
All Others Concerned

1. COVID-19 cases in the Province of Abra have been notably increasing and was placed under Alert Level 3 from January 14 until January 31, 2022. Pursuant to Inter-Agency Task Force (IATF) for Emerging Infectious Diseases Resolution No. 156-C s. 2022 Executive Order No. Jan-03 s. 2022 issued by the Provincial Governor and Memorandum Circular No. 93-94 s. 2022 issued by the Office of the President, **DepEd SDO Abra shall remain to be fully operational and shall adhere to at least 60% on-site capacity while applying work-from-home and other flexible work arrangements.**

2. In this regard, this Office thru the SDO Abra Task Force COVID-19, hereby recommended and approved the following guidelines, for compliance of all teaching and non-teaching personnel of DepEd SDO Abra:

a. All offices and schools shall ensure compliance with the minimum required percentage of the workforce that needs to be present on-site, based on the latest guidelines of the IATF, accessible at https://iatf.doh.gov.ph/?page_id=77. As of January 13, the latest Alert Level of Abra is Alert Level 3, which provides the following provision on Work in Government:

Alert Level	Alert Level Provision on Work in Government
Alert Level 3	Agencies and Instrumentalities of the government shall remain to be fully operational and shall adhere to at least 60% on-site capacity while applying work-from-home and other flexible work arrangement.

b. The Division Chiefs, Section Heads, and School Heads shall make the arrangements or schedule of their personnel. In case the personnel scheduled to physically report cannot do so due to private or personal reasons, he/she shall inform his/her immediate head to ensure continuous delivery of service. Thereafter, appropriate leave shall be filed. Failure to do so may result to administrative consequences.



Address: Actividad-Economia St., Zone 2, Bangued, Abra
Telephone No.: (074)614-6918
Website: <http://www.depedabra.com>
E-mail: abra@deped.gov.ph



ISO 9001:2015 Certified
Quality Management System
CRN 50500994 QM15



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

- c. Personnel who are confirmed case, probable case, suspect case, or closed contact shall immediately inform their immediate head and Medical Officer III and shall not be permitted to report. Failure to comply with this prohibition shall be dealt with in accordance with prevailing rules and regulations.
- d. Teaching and non-teaching personnel are reminded of the submission every Friday of Workweek Plan for the following week for a WFH arrangement in combination with other alternative work arrangement; and Individual Daily Log of Accomplishment Report of previous week every Monday morning. No record of accomplishment means no work has been performed for the day, thus subject to absence (DepEd Order No. 11, s. 2020, p16, iii).
- e. Offices and Schools shall continue to consider the health status of the personnel (e.g. comorbidities) in determining who will be required to report on-site to comply with the minimum/required percentage of on-site personnel. Such validation of health status shall be determined by the Medical Officer III, wherein the concerned personnel shall be required to present a medical certificate from their attending physician. The DepEd medical team with the help of the clinic teachers shall monitor the personnel's condition and request the regular updating of their medical certificate, as may be applicable.
- f. Consistent with IATF Resolution Nos. 148-B and 149, s. 2021 and DepEd Task Force COVID-19 Memorandum No. 588 s. 2022, DepEd SDO Abra shall implement the following:

Alert	Level Provision on Work in Government
Fully Vaccinated	Will be allowed to work on-site (Offices and Schools). They shall be required to present their vaccination cards as proof of vaccination before they are included in the list of personnel allowed to report on-site.
Partially Vaccinated but required to do on-site work	Need not undergo regular RT-PCR test at their own expense, as long as their second dose is not yet due pursuant to the interval prescribed for the brand of vaccine they received as first dose. <i>Note: For this type of personnel the concerned offices and schools shall facilitate/cover the cost of the testing</i>
Unvaccinated but eligible	Shall continue to be encouraged to be vaccinated, especially if they will soon be required to report on-site. <i>Note: If the personnel refused to be vaccinated despite being eligible, his/her RT-PCR or antigen test shall be charged at the personnel's expense</i>
Unvaccinated but required to report on-site	Shall be required to present a negative result of RT-PCR test undertaken at most 48 hours before the day of reporting, and which shall be valid for up to two(2) weeks from the day of testing, unless the personnel develop symptoms, for which they shall stop reporting on-site and proceed to established health protocols. <i>Note: antigen test may be resorted to when RT-PCR capacity is insufficient or not immediately available</i>

QM - Page 2 of 3



Address: Actividad-Economia St., Zone 2, Bangued, Abra
 Telephone No.: (074)614-6918
 Website: <http://www.depedabra.com>
 E-mail: abra@deped.gov.ph



ISO 9001:2015 Certified
 Quality Management System
 CRN 50500994 QM15



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

Unvaccinated for Medical Reasons	Shall be required to present a medical certificate from their attending physician, for validation by the Medical Officer III. The Medical Officer III shall monitor the personnel's condition and request the regular updating of their medical certificate, as may be applicable, and ensure that the personnel will be vaccinated when already eligible or cleared. <i>Note: For this type of personnel the concerned offices and schools shall facilitate/cover the cost of the testing.</i>
Personnel Required to travel or attend a work-related face to face-to-face gathering (e.g., seminar, training, monitoring, workshop, forum, meeting);	Same requirement- that they must be either fully vaccinated or RTPCR/antigen- negative

Non-DepEd Personnel	Actions
Visitors who need to enter office and school premises for necessary instructions	Same requirement- that they must be either fully vaccinated or RTPCR/antigen- negative.

- This office also announces the suspension of the implementation of limited face-to-face classes in SDO Abra from January 14-31, 2022. Learner will continue to use printed SLMs and other support modalities for distance learning. **The conduct of limited face-to-face classes shall only commence upon the downgrading to Alert Level 2 as stipulated in the IATF guidelines.**
- Schools are still expected to continue their preparations for the limited face-to-face classes but with the highest levels of caution and observing all applicable protocols for the current alert level.
- This latest memorandum shall take effect on January 14, 2022. All other provisions of prevailing guidelines and Division issuances not contrary to this shall remain effective.
- All concerned offices, schools, and teams in charge of the pilot implementation of face-to-face classes within the DepEd Schools Division of Abra are requested to abide with these guidelines and cited national issuances.
- For information, wide dissemination, proper guidance, and compliance.


BENILDA M. DAYTACA, EdD, CESO VI
 OIC - Schools Division Superintendent

COVID-19 Task Force/DCC, DM Guidelines For Entry of Division and School Personnel Reporting for Work On-Site



Address: Actividad-Economia St., Zone 2, Bangued, Abra
 Telephone No.: (074)614-6918
 Website: <http://www.depedabra.com>
 E-mail: abra@deped.gov.ph



ISO 9001:2015 Certified
 Quality Management System
 CRN 50500894 QM15