



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

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**Office of the Schools Division Superintendent**

January 27, 2021

**DIVISION MEMORANDUM**

No. 041 s. 2021

**CREATION OF EMERGING INFECTIOUS DISEASES TASK FORCE**

To: All Division Office Personnel  
 All Elementary and Secondary Schools  
 District and School DRRM Coordinators  
 All other personnel concerned

1. Pursuant to DepEd Memorandum No. 11, s. 2020 entitled the CREATION OF A TASK FORCE FOR THE MANAGEMENT OF THE DEPARTMENT OF EDUCATION RESPONSE TO NOVEL CORONAVIRUS ACUTE RESPIRATORY DISEASE, the Schools Division of Abra EMERGING INFECTIOUS DISEASES TASK FORCE is hereby created to lead the overall efforts of the Department within the school system in addressing the situation through formulation of policies and development of strategies and action plans.
2. Below are the composition of the said task force and corresponding roles and responsibilities.

TEAM	MEMBERS	ROLES AND RESPONSIBILITIES
MANAGEMENT TEAM	Chairperson: Schools Division Superintendent Co-Chairperson: Assistant Schools Division Superintendent Members: Chief CID, Chief SGOD, Medical Officer III, PDO II (DRRM)	<ul style="list-style-type: none"> <li>• Establishes and issues policy guidelines to be implemented in the Division Level</li> <li>• Sets priority for the division Response</li> <li>• Announce the suspension of Activities</li> <li>• Directs the different action teams in accordance to the Information/ Advisories/ Policies given by the Local, Regional and National IATF</li> <li>• Attend Interagency Meetings and Policy Formulation Activities</li> <li>• Convene and preside over meetings and conferences</li> </ul>
RESOURCE MOBILIZATION	Members: Social Mobilization and Networking, Human Resource and Development Division Disaster Risk Reduction and Management	<ul style="list-style-type: none"> <li>• Coordinate with different partners for provision of assistance/ interventions</li> <li>• Prepares MOA/MOU with identified partners for provision of response</li> </ul>



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	Legal Unit	
INFORMATION AND COMMUNICATION SERVICES	Members: Information and Communication Unit Disaster Risk Reduction Management	<ul style="list-style-type: none"> <li>Disseminate advisories from relevant agencies and IATF, Division Advisories and Memoranda, and other relevant information</li> <li>Maintains and updates relevant information to be forwarded to the Management team for appropriate action</li> </ul>
PLANNING AND OPERATIONS	Planning and Research Section, School Health Section	<ul style="list-style-type: none"> <li>Collates, Validates and Analyzes information and propose appropriate actions to be undertaken</li> <li>Act as Secretariat during meetings and conferences</li> </ul>
HEALTH AND MEDICAL SERVICES		<ul style="list-style-type: none"> <li>Receive data form information and Communication Team and Planning and Operations Team for appropriate action and referral</li> <li>Monitor progress on health status of reported cases both learners and personnel</li> <li>Provide necessary medical interventions</li> <li>Propose policies and rules governing the management of learner and personnel</li> <li>Supervise the selection and procurement of necessary supplies and Equipment</li> <li>Assist in the compliance of schools in the implementation of health protocols</li> </ul>
LOGISTICS	Finance, Budget, Accounting, Supply and Administrative Units	<ul style="list-style-type: none"> <li>Maintain an adequate supply of disinfectants at the division office</li> <li>Allocate budget for Emergency Response and other purposes</li> <li>Facilitate the procurement necessary supplies and Equipment</li> <li>Prepare Vehicles for Emergency Response and Monitoring Purposes</li> <li>Does other related activities for response (Disinfection, Sanitation, Maintain adequate supply of alcohol in all dispensers of the SDO)</li> <li>Prepare a schedule of personnel to serve at the Public Assistance Desk to control entry of clientele and visitors</li> </ul>



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EDUCATION	Curriculum Implementation Division, Human Resource Development	<ul style="list-style-type: none"> <li>• Ensure the availability of learning modules for school consumption</li> <li>• Provide strategies for the continuity of Basic Education Delivery</li> <li>• Implement, Monitor and analyze the status of the curriculum and propose appropriate interventions</li> </ul>
PHYSICAL FACILITIES	Physical Facilities Unit Disaster Risk Reduction Management	<ul style="list-style-type: none"> <li>• Recommend appropriate building/facilities to be used as Isolation Facilities</li> <li>• Assess the structural integrity and stability of structures to be used as Isolation Units</li> <li>• Provide Technical assistance, Maintenance Procedures, and precautionary measures for Isolation Units</li> </ul>
MONITORING AND EVALUATION	Public Schools Division Superintendent Disaster Risk Reduction Management Human Resource Development, Education Program Specialist, School Management Monitoring and Evaluation Unit, School Health Section, Information and Communication Unit, Physical Facilities Unit	<ul style="list-style-type: none"> <li>• Monitor the implementation of schools on set protocols</li> <li>• Provide Necessary technical assistance to schools</li> <li>• Report and Monitor Schools used as Isolation Facilities</li> <li>• Update schools on the situation of Emerging Infectious Disease</li> </ul>

3. Immediate Dissemination and compliance of this memorandum is highly advised.

**GLORIA B. BUYA-AO**  
 Schools Division Superintendent



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