



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


DIVISION MEMORANDUM  
 No. 084 s. 2021

March 8, 2021

**CHECKLIST FOR SCHOOL HEADS IN RECOMMENDING SCHOOLS REQUESTED BY LOCAL GOVERNMENT UNITS TO BE USED IN ACTIVITIES RELATED TO COVID -19**

TO: CID and SGOD Chiefs  
 Division Health Section  
 PDO II - DRR  
 Public Schools District Supervisors  
 Public Elementary and Secondary School Heads  
 All Concerned Personnel

1. As stipulated in Regional Memorandum No. 094, s. 2021 the following documents are to be submitted when Local Government Units (LGU) request the use of schools not just as Temporary Treatment and Monitoring Facilities (TTMF) but also as fixed sites for the COVID-19 Vaccination Program. As follows:
  - a. Certification from the Regional Director of the DILG/Head of the Regional Task Force COVID-19 that the school/facility to be used was assessed and within the parameters of rules, regulations and directives issued by the national government;
  - b. Assessment report by the Health Officer that the facility is suitable for the specific intended purpose;
  - c. Minimum terms and conditions (TAC) for the intended use of Deped school;
  - d. Management Plan of the facility as a Quarantine Area;
  - e. Provision of a safe temporary work area for teachers and personnel while the school is being used as a TTMF; and
  - f. Approval sheet signed by the Schools Division Superintendent.
2. Attached are the enclosures to Regional Memo no. 50, s. 2021 Re: Addendum to Regional Memorandum No. 094, s. 2021.
3. For information, guidance and strict compliance.

  
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Enclosure to Memo \_\_\_s. 2020

School Assessment Tool:

Compliance to standards as indicated in the Department of Health Department Memorandum No. 2020-0123 (DOH DM 2020-0123)

**Subject:** Interim Guidelines on the Management of Surge Capacity through the Conversion of Public Spaces to Operate as Temporary Treatment and Monitoring Facilities For the Management of Persons Under Investigation and Mild Cases of Coronavirus Disease 19 (COVID-19)

Instructions

1. This form should be filled up by the school heads of public schools identified by the local government unit (LGU) to be used as temporary treatment and monitoring facilities for COVID-19. This roughly answer item IIc of the evaluation of request to use DepEd facilities for COVID-19 related purposes (OM-OSEC-2020-004, item no. 14.
2. This is to be submitted to the Schools Division Superintendent (SDS) as a reference in the approval/disapproval of the request.
3. Should there be problems seen or unmet indicators in the assessed school, this would also serve as a baseline for the needs of the school or improvements to be made before it can be fit to be used. Improvements to the school are assumed to be handled by the requesting LGU.

Name of School			
District:		Division:	
School Head:		Contact No.	

GENERAL GUIDELINES:

The following indicators should be mentioned in the agreements between school and LGU:

Trigger for converting public spaces:	<input type="checkbox"/> Municipality, City or Province has declared an ENHANCE COMMUNITY QUARANTINE <input type="checkbox"/> Current health facilities are operating nearing its maximum surge capacity <input type="checkbox"/> No other government facility is available
Management of facility	<input type="checkbox"/> LGU Health office
Services to be offered:	<input type="checkbox"/> Out-patient services
	<input type="checkbox"/> Consultation - mild respiratory symptoms <input type="checkbox"/> Provision of supportive treatment and psychosocial service
	<input type="checkbox"/> Treatment and monitoring
	<input type="checkbox"/> For PUI - with no optimal isolation space at home <input type="checkbox"/> For COVID-19 patients with mild symptoms
	<input type="checkbox"/> Referral
	<input type="checkbox"/> Others:



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**SPECIFIC GUIDELINES:**

**A. Patient Management**

- Persons Under Investigation (PUI) and mild COVID-19 cases can be managed in these temporary facilities only if suitable ISOLATION ROOMS are available.
- \* By design, classrooms are not suitable isolation rooms. Conversion of available rooms into suitable isolation rooms will be taken care of the requesting LGU.

**B. Location Features**

	Indicators	YES	NO	Remarks
B.1.	Accessible within a maximum of two (2) hours to a Level 2 or Level 3 hospital accepting PUI or confirmed COVID-19 patients;			(Indicate time of travel from school to hospital; name of the hospital)
B.2.a.	Have: o uninterrupted access to electricity,			
B.2.b.	o potable water source, and			
B.2.c.	o sewer line			

**C. Minimum Infrastructure Requirement**

	Indicators	YES	NO	Remarks
C.1.	Temporary treatment and monitoring facilities must be fully enclosed with adequate lighting;			(Indicate number of rooms)
C.2.	There should be at least fan ventilation to be provided;			(Indicate actual number of functional units)
C.3.	There should be a separate entrance and exit for the patients and healthcare workers;			(Note number of rooms with 2 doors)
C.4.	Adequate space: Distance between patient beds should be maintained at least 3 feet apart on all sides;			(Indicate approximate size rooms)
C.5.	Backup supply of electricity and free-flowing water for at least 72 hours must be ensured, in case of water and power interruption;			(Remarks on water tanks and back-up generators)
C.6.	The provision of fixed or temporary plumbing fixture per person must follow the following requirements:			
C.6.a.	One(1) water closet per 25 males and one (1) per 20 females			(Indicate actual number of functional units)
C.6.b.	One(1) lavatory for every 10 males and one (1) for every 10 females			(Indicate actual number of functional units)
C.6.c.	One (1) shower per 8 persons			(Indicate actual number of functional units)





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Code	A dedicated toilet and shower for each PUU should be provided when possible. In cases where this arrangement is not feasible, the toilet/shower facilities must be disinfected after every use.			(Indicate actual number of functional units)
Code	One (1) urinal per 10-50 males, adding one (1) fixture for each additional 50 males			(Indicate actual number of functional units)

All PUUs met - school facility only need minor adjustments to make it functional  
More than 7 PUUs met - moderate adjustments/repair needed to make facility functional  
Less than 7 PUUs met - major adjustments/repair needed to make facility functional

Summary:

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Accomplished by:

Date:

Verified/Certified:

Date:

MINISTRY ARCHIVE, 14/08/2021