



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

June 3, 2021

DIVISION MEMORANDUM

No. 180 s. 2021

**DEPED-SDO-ABRA TASK FORCE FORMATION AND GUIDELINES FOR THE
MANAGEMENT OF EMERGING INFECTIOUS DISEASES**

To: Assistant Schools Division Superintendent
Chief Education Supervisor – CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
Division Personnel
Other personnel concerned

1. In compliance to Deped Memorandum Number 015, series 2020, Re: First Set of Policy Directives of the Deped Force NCOV, Deped SDO Abra organizes the Task Force for the Management of Emerging Infectious diseases – 2019 Novel Corona Virus Acute Respiratory Disease (2019-nCoV ARD) with the following members:

DEPED-SDO-ABRA TASK FORCE:

Chairman: Dr. Apolinar L. Turqueza
Co-Chairman: Florencio B. Rifareal Jr., PDO II DRRMO
Members: Atty. Janneliza Taloma – Legal Officer
Jan Nowel E. Peña – SEPS Division Information Officer
Elmer V. Batondo, AO-V
Ronilo P. Garcia, EPS
SDO Health Personnel

2. Roles and responsibilities of the Deped SDO Abra Task Force for Management of Emerging Infectious diseases (2019-nCoV ARD) are as follows:

- a. Owner of the data;
- b. Disclose truthful and accurate information regarding their health's condition and exposure to public health authorities and/or DOH partner agencies;
- c. Conduct close monitoring of the health status of personnel, and appropriate management and referral of persons exhibiting respiratory infection;
- d. Coordinate with the Provincial /Municipal health office for preventive measures, information sharing, and establishment of referral system for persons exhibiting respiratory infection and or exposure to a Person Under Investigation or a confirmed cases.;
- e. Deploy Division Health personnel to monitor closely the health status of the school;



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- f. Monitor SDO Offices and schools personnel exhibiting respiratory infection and refer to the nearest hospital;
- g. For identified areas with persons under investigation or confirmed cases as announced by DOH, intensify information campaigns on the prevention of spread of 2019-nCoV ARD; and

3. The Committees of the Quick Response Teams are as follows:

Committees	Responsible Person	Duties and Responsibilities	Reference/s
Over-All Chairman and Deputy on Operations	Dr. Apolinar Turqueza - MO-III	<ul style="list-style-type: none"> • Shall within 24 hours upon being notified of a confirmed case or other complicated cases shall convene offices concerned through a teleconference to plan and discuss the details of how the case will be managed, according to the applicable protocol depending on the circumstances surrounding the case. • Shall issue an advisory within 24 hours from the confirmation of information that personnel have tested positive of COVID-19, especially if the personnel concerned physically reported to the office two days before the onset of symptoms. 	DO 15, s. 2020 DepEd Task Force COVID-19 Memorandum No. 95 August 18,2020 Item A.6 & 8 DepEd Task Force COVID-19 Memorandum No. 97 August 20,2020 Item 4.a.i & ii Item 4.b.iii Item 4.e.i Item 14
		<ul style="list-style-type: none"> • Coordinate with the Provincial/Municipal Health Office for preventive Measures, information sharing, and establishment of referral system for persons exhibiting respiratory infection and/or exposure to a person Under Investigation or a confirmed case 	



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		<ul style="list-style-type: none">• Formulate and recommend localized measures and health standard policies to ensure the safety of all personnel in the Division Office.• Oversee and coordinate the management of COVID-19 cases and close contacts in the Division Office, schools and learning centers• Monitor, provide, and coordinate appropriate assessment, referral, and treatment to cases and/or contacts• Ensure that required health standards are strictly observed• Closely coordinate with the Administrative Service-Supply Section, for securing the needed supplies.• Ensure the availability of and oversee the proper turnover of needed medicines and medical supplies deemed necessary by the Division Clinic.• Shall coordinate with concerned offices in the Division Office to ensure the availability of funds to cover expenses related to COVID 19 case management.• Deploy Division Health Personnel to monitor closely the health status of the division and school populace	
Lead Support Staff	Florencio B. Rifareal Jr.	<ul style="list-style-type: none">• Ensures the installation of necessary sanitation	



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		<p>facilities and the provision of health and safety materials in the Schools Division Office</p> <ul style="list-style-type: none"> Facilitate processing of requests to utilize schools and its facilities as temporary quarantine facilities or COVID 19 Vaccination hubs Oversee the overall management, supervision, and disinfection of the workplace; 	
Health Protocol Management Team	Estrella Seares Darren Carino Clarissa Beloy	<ul style="list-style-type: none"> Ensure that all personnel are oriented on and conform with/abide by the DepEd Required Health Standards per DO 14, s. 2020, as well as the any new health standards that may be set by the DOH (e.g., requirement to wear face mask and face shields in the workplace setting, 	DepEd Task Force COVID-19 MEMORANDUM No. 95 August 18, 2020 Item C.1 & 2
		<p>recommendation to open windows and doors as much as possible, etc.);</p> <ul style="list-style-type: none"> Shall keep a daily record of all the persons who visited the office, as a proactive measure in aid of possible contact tracing in the future 	
Isolation/Quarantine Management Team	Criselda Palos Hazel Rosal	<ul style="list-style-type: none"> Coordinate with DOH/Local Government Unit for quarantine, referral, and other needed services; Facilitate the provision of mental health and psychosocial support and wellness programs 	DepEd Task Force COVID-19 MEMORANDUM No. 97 August 20, 2020 Item 4.a. iii, & iv



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		for cases and/or contacts, in coordination with the Disaster Risk Reduction and Management Service (DRRMS) and the Human Resource Development Section	
Contact Tracing Management Team	Janssen Basil M. Damian Karren Paganao	In accordance with DOH DM 2020-0189 and DTFC-19 policy issuances, contact tracing must be initiated after every reported COVID-19 confirmed and probable case: <ul style="list-style-type: none"> Identify work settings that the contacts have visited or work-related social interactions where the contacts have been exposed; 	DepEd Task Force COVID-19 MEMORANDUM No. 102 August 27, 2020 Part II.B.1.a-d
		<ul style="list-style-type: none"> Identify all work contacts who have had contact with a confirmed case from 2 days before symptom onset of the case (use date of sample collection for asymptomatic cases as basis) until the time that said case test negative on laboratory confirmation; Create a line list, including date of first and last exposure or date of contact with the confirmed or probable case, and, for symptomatic close contacts, date of onset of fever, respiratory symptoms, or other significant signs and symptoms; and Document properly and thoroughly the common exposures and type of contact related to work 	



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		with the confirmed or probable case for any contact who become infected with COVID-19	
Disinfection Management Team	Janet B. Pascua	<ul style="list-style-type: none"> Facilitate cleaning and disinfection of frequently-touched surfaces and objects, in common areas including tables, chairs, doorknobs, desks, and keyboards. 	<p>DepEd Task Force COVID-19 MEMORANDUM No. 25 March 25, 2020 Item D.1-3</p> <p>DepEd Task Force COVID-19 MEMORANDUM No. 21 March 19, 2020 Item g. ii & IV</p>
		<ul style="list-style-type: none"> Maintain the environment clean, especially common-use areas and those with touch points such as, railings, staircases, light switches and the like. Clean and disinfect bathroom and toilet at least once daily with regular household disinfectant containing diluted bleach solution Make dispensers with alcohol-based hand rub available in public areas Use disposable gloves and protective clothing when cleaning or handling surfaces. Perform hand hygiene before and after removing gloves. 	
Education Delivery Management Team	Hedwig M. Belmes	<ul style="list-style-type: none"> Ensure implementation of and compliance of personnel, school heads and teachers to DepEd directives and policies pertaining to the delivery of the curriculum through various learning modalities 	



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Information, Communications and Advocacy Management Team	Jan Nowel E. Peña Franz Kevin R. Palos	<ul style="list-style-type: none"> Set-up, disseminate, and ensure the operability of Division COVID-19 hotline numbers Receive and respond to calls, texts, or, private messages from learners and personnel through the designated hotline numbers and social media pages 	DepEd Task Force COVID-19 MEMORANDUM No. 2119 March 2020 Item 5.b.i & ii and 5.c.i
		<ul style="list-style-type: none"> Serve as the official schools division channel for dissemination of information coming from the DepEd Regional and/or Central Office. 	
Resource Management Team	Elmer V. Batondo Merly B. Bargas	<ul style="list-style-type: none"> Shall ensure the availability of common medicine and medical supplies for easy dispatch and to minimize exposure from purchases. 	

4. a. The processing of health information of COVID-19 cases and suspected close contacts/positive shall be to the extent necessary for the following purposes:
- To outline the true picture of the DepEd SDO-Abra office health situation in terms of status and extent of transmission;
 - To build a repository of real-time COVID-19 related data as basis for health policy and intervention measures;
 - To support case investigation and management, contact tracing and monitoring, quarantine and isolation;
 - To improve response activities on communication including the quality and accessibility of health services and other related interventions;
 - To allow information sharing and exchange between and among health providers, public health authorities and other government authorities on needed information for the treatment and care accordance and response purposes; and
 - For any issues and concerns on 2019-nCoV ARD, please contact the members of Deped SDO Abra Task force in their official media account as contained in the Division Memorandum No. 136, series 2021.



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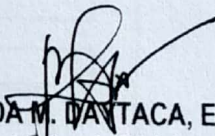
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4. b. The flowchart in managing 2019-nCoV ARD is enclosed in this memorandum.
5. The right to privacy of health information must be protected at all times. The processing of health information of COVID-19 cases and suspected close contacts shall be treated in accordance with RA 10173 and shall adhere to the principles of transparency and proportionality:
- Patients/Close contacts shall have a right to adequate information on matters relating to the processing of their health information including referrals and confirmation/validation;
 - Health information shall be processed fairly and lawfully ; and
 - The processing of health information shall involve only the minimum extent of data necessary to the declared and specified purpose at the time of collection.
4. DepEd SDO-Abra Task Force involved in the collection, processing and disclosure of information/data of COVID-19 shall put in place the minimum security measures for the data protection and shall protect the data privacy rights of every personnel at all times.
5. The contextualized guidelines for the management of emerging infectious of Deped SDO-Abra were based from the Joint Memorandum Circular No. 2020-0002 RE: Privacy Guidelines on the Processing and Disclosure of COVID-19 Related Data for Disease Surveillance and Response dated April 24, 2020, Deped Memorandum No. 014, series 2020 and Deped Memorandum No. 015, Series 2020.
6. For your information, reference and guidance.


BENILDA M. DANTACA, Ed. D. CESO VI
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent

Lemuelbdicksonsgodchief



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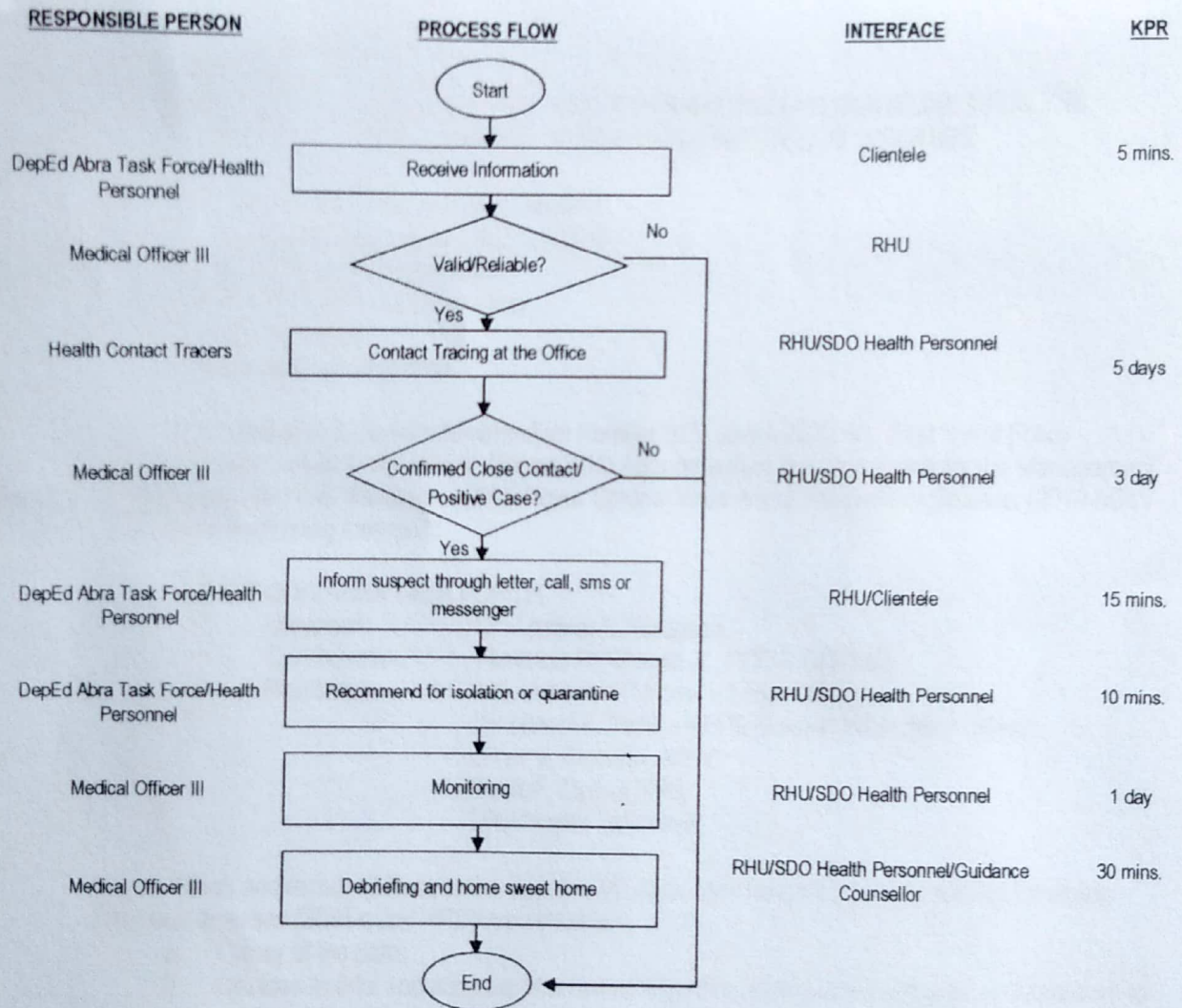
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Enclosure to Division Memo. No. _____ s. 2021

FLOWCHART IN HANDLING INFORMATION TO CLOSE CONTACT/POSITIVE CASES OF COVID-19



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