



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

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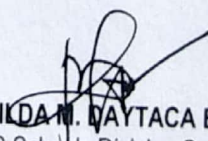
DIVISION MEMORANDUM
 No. 182, s. 2021

June 03, 2021

FORMATION/ACTIVATION OF DRRM-QUICK RESPONSE AND RECOVERY TEAM (QRRT) IN THE SCHOOLS DIVISION OF ABRA IN LIGHT OF THE COVID 19 PANDEMIC

To: Asst. Schools Division Superintendent
 Division Chiefs
 Education Program Supervisors
 Public Schools District Supervisors
 Medical Officer III
 PDO II DRRM
 All units and section heads
 School Heads
 All others concerned

1. On February 4, 2020, the Department of Education (DepEd) issued DepEd Memorandum (DM) No. 015, s. 2020 reiterating the First Set of Policy Directives of the DepEd Task Force nCoV which includes the formation of the DRRM Team to manage COVID 19 cases in the Schools Division Offices.
2. Pursuant to this directive and to DM No. 011, s. 2020, titled Creation of a Task Force for the Management of Department of Education Response to Novel Coronavirus Acute Respiratory Disease (2019-nCoV ARD), the Schools Division of Abra hereby activates the Division DRRM-Quick Response and Recovery Team (QRRT) in light of the COVID 19 Pandemic.
3. The members of the SDO Abra QRRT-COVID 19 and their duties and responsibilities are stipulated in the attached Enclosure.
4. Immediate dissemination of this memorandum is desired.


BENILDA N. DAYTACA EdD, CESO VI
 OIC Schools Division Superintendent

SGOD/SMN/jnp



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**DIVISION DISASTER RISK REDUCTION MANAGEMENT TEAM (DRRMT)
QUICK RESPONSE TEAM IN LIGHT OF THE COVID 19 PANDEMIC**

Name	Position	Designation	Duties and Responsibilities	References
Benilda M. Dayaca Edd, CESO VI	OIC Schools Division Superintendent	Consultant	<ul style="list-style-type: none"> Provide guidance on the operations of the SDO Abra QRT COVID 19 Recommends to the Schools Division Superintendent the work arrangement in the Schools Division Office as deemed necessary Recommends to the Schools Division Superintendent schools to be utilized as quarantine facilities or vaccination hubs as necessary Recommends to the Schools Division Superintendent issuance of pertinent advisory to manage COVID 19 cases in the division office 	
Soraya T. Faculo PhD	Asst. Schools Division Superintendent	Overall Chairperson	<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. 	DepEd Task Force COVID-19 MEMORANDUM No. 95 August 18, 2020 Item A.6 & 8
Lemuel B. Dickson Edd	Chief Education Supervisor SGOD	Overall Vice-chairperson	<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 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. 	DO 15, s. 2020 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
Apolinar Turqueza MD	Medical Officer III	Deputy of Operations		

			<ul style="list-style-type: none"> • 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 	DO 15, s. 2020
Florencio B. Rifareal Jr.	Project Development Office II	Lead Support Staff	<ul style="list-style-type: none"> • Ensures the installation of necessary sanitation facilities and the provision of health and safety materials in the Schools Division Office • 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; • 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, recommendation to open windows and doors as much as possible, etc.); • 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 	DepEd Task Force COVID-19 MEMORANDUM No. 95 August 18, 2020 Item C. 1 & 2
Estrellita Seares Darren Cariño Clarissa Beloy	Nurse II Nurse II Nurse II	Health Protocol Management Team	<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 for cases and/or contacts, in coordination with the Disaster Risk Reduction and Management Service (DRRMS) and the Human Resource Development Section 	DepEd Task Force COVID-19 MEMORANDUM No. 97 August 20, 2020 Item 4. a. iii. & iv
Criselda Palos Hazel Rosal	Nurse II Nurse II	Quarantine Management Team	<p>In accordance with DOH DM 2020-0189 and DTF-C-19 policy issuances, contact tracing must be initiated after every reported COVID-19 confirmed and probable case:</p> <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
Jansen Basil M. Damian Karren Paganao	Nurse II Nurse II	Contact Tracing Management team		

			<ul style="list-style-type: none"> Identify all work activities that resulted in 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 with the confirmed or probable case for any contact who become infected with COVID-19 	<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>
Janet B. Pascua	Administrative Officer V	Disinfection Management Team	<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. Maintain the environment clean, especially common-use areas and those with touchpoints 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. 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 	
Hedwig M. Belmes		Education Delivery Management Team	<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 Serve as the official schools division channel for dissemination of information coming from the DepEd Regional and/or Central Office. Shall ensure the availability of common medicine and medical supplies for easy dispatch and to minimize exposure from purchases 	<p>DepEd Task Force COVID-19 MEMORANDUM No. 2119 March 2020 Item 5. b.i & ii and 5.c.i</p>
Jan Nowel E. Peña Franz Kevin Rj Palos	Senior Education Program Specialist	Information, Communications and Advocacy Management Team		
Elmer V. Batondo Merly B. Bargas	Administrative Officer V Administrative Officer IV	Resource Management Team		