

**LIST OF DEPARTMENT OF EDUCATION COVID-19 MEMORANDA**

TITLE OF POLICY	SUMMARY
<p><b>1) OM OSEC 2020-002</b></p> <p><i>Guidance to Regional Directors for Action on Requests by Local Government Units to use DepEd Schools as Quarantine or Isolation Areas for COVID-19</i></p>	<p>This policy delegates the responsibility to approve or deny requests by LGUs to the Regional Directors in using DepEd schools for quarantine and isolation purposes within their respective jurisdiction, based on evaluation of the request by the Schools Division Superintendent in consultation with the school heads and with the Department of Health (DOH).</p> <p>It underscores that the evaluation of requests shall adhere to DOH Department Memorandum No. 2020-0123 and other applicable DOH and World Health Organization (WHO) guidelines.</p> <p>School Heads must coordinate with the LGU before actual use of the facility for the intended purpose when a request is granted by the Regional Director based on the recommendation by the concerned Schools Division Superintendent.</p> <p>LGUs shall sign the Terms and Conditions (TAC) provided by the Regional Director. The Schools Division Office (SDO) shall draft a Memorandum of Agreement (MOA) between the SDO and LGU, detailing the roles and responsibilities of the parties, among others should there be other terms to be agreed upon between the SDO and the LGU. The TAC shall be attached to the MOA as an Annex and shall form an integral part of the MOA. In case of conflict between the MOA and the TAC, the TAC shall prevail.</p> <p>Regional Directors shall devise an appropriate system for monitoring the use of schools within their jurisdiction as quarantine or isolation areas.</p> <p>DRRM coordinators shall provide support to the School Health and Nutrition personnel in monitoring the use of school facilities.</p>
<p><b>2) DM No. 043, s. 2020</b></p> <p><i>Guidelines on the Alternative Work Arrangements in the Department of Education in light of the COVID-19 Stringent Social Distancing Measures</i></p>	<p>These guidelines provide for the work arrangements in the Department of Education in light of the implementation of the memorandum issued by the Office of the President and Joint Resolution Nos. 11 and 12 (s.2020) of the Inter-Agency Task Force for the Management of Emerging Infectious Diseases.</p> <p>All Undersecretaries, Assistant Secretaries, Regional Directors in Regional Offices of NCR and IVB, are directed to: a) identify the essential and priority deliverables covering all offices and units located within NCR under their supervision for the period of March 16 to April 14, 2020 and</p>

	<p>b) determine the Alternative Work Arrangement that will maximize social distancing for all officials and personnel while ensuring delivery of essential and priority deliverables.</p> <p>Alternative Work Arrangements shall be applicable to all personnel, including those hired under Job Order and Contract of Service (COS).</p> <p>Heads of Offices, through the indicated parameters in the memorandum, are given the discretion in the determination of the alternative work arrangement that is applicable for each functional office.</p> <p>Furthermore, Undersecretaries and Assistant Secretaries, Bureau and Service Directors, Regional Directors, and Schools Division Superintendents must ensure their availability for decision-making and effective supervision of all work arrangements at all times.</p> <p>All DepEd officials, teaching and non-teaching personnel are enjoined to monitor the day-to-day developments of the COVID-19 situation to be able to contribute to informed, coordinate, and proportionate response of the Department to the challenge of containing and managing COVID-19.</p>
<p><b>3) DM No. 042, s. 2020</b></p> <p><i>Guidelines for the Remainder of School Year 2019-2020 in light of COVID-19 Measures</i></p>	<p>These guidelines adopt the social distancing measures for the remainder of the School Year in light of the latest developments and information on COVID-19, as well as its assessment of the remaining school requirements for School Year 2019-2020.</p> <p>The week of March 16 to 20 is designated as the examination week in all DepEd schools for any remaining 4th Quarter Examinations, which should be scheduled on staggered basis during the said week to maximize and abide by the social distancing protocols of DOH.</p> <p>For schools within NCR and areas where LGUs have suspended classes, 4th Quarter Examinations will no longer be administered. Affected schools shall apply the indicated grading and transmutation formula which will be adopted for the evaluation of the final grades of affected learners.</p> <p>Schools may hold their moving up/graduation/recognition rites subject to applicable social distancing measures in the locality directed by DepEd, OP, IATF, DOH, and other relevant national and local authorities. Schools in consultation with the Parents-Teachers Association leadership may choose to reschedule or forego the holding of rites, should the public health situation prevent the</p>

	<p>holding of the rites within the said period.</p> <p>Teachers with available resources and access to the internet are highly encouraged to explore the Online Alternative Learning Delivery Platforms identified by the DepEd ICTS that may be used for delivering distance learning during periods of class suspensions and similar circumstances.</p>
<p><b>4) DM No. 039, s. 2020</b></p> <p><i>Authorizing the Use of Regular Allocations for the Maintenance and Other Operating Expenses and/or Local Funds to Implement Measures in Preparing and Responding to the COVID-19 Threats</i></p>	<p>This memorandum authorizes DepEd Officials of the Central Office, Regional Directors, Schools Division Superintendents and Schools Heads on the prudent use/charging of the regular Maintenance and Other Operating Expenses (MOOE) and/or local funds in undertaking critical, urgent, and appropriate measures as DepEd way of preparing, controlling, and responding to the COVID-19 threats.</p>
<p><b>5) DM No. 034, s. 2020</b></p> <p><i>Fifth Set of Policy Directives of the DepEd Task Force COVID-19</i></p>	<p>This policy underscores the Department of Health’s announcement placing the country under COVID-19 Alert System to Code Red Sublevel 1, as well as the President’s agreement to declare a State of Public Health Emergency.</p> <p>In this light, DepEd offices and schools are instructed to ensure that all DepEd personnel and learners who are known to have had closed contacts with confirmed cases of COVID-19 shall undergo home quarantine, and reiterates that all guidelines related to travel of DepEd personnel and learners, alongside the corresponding quarantine requirement as enumerated in DM 031, s. 2020 remains.</p> <p>This policy also sets heightened precautionary measures on the conduct of the NSPC and NFOT, as well as the suspension of classes and conduct of activities for the month of March for the guidance of all Regional Directors, Schools Division Superintendents, and School Heads.</p>
<p><b>6) DM No. 031, s. 2020</b></p> <p><i>Fourth Set of Policy Directives of the DepEd Task Force COVID-19</i></p>	<p>The memorandum revokes the previously approved official travels of DepEd personnel and learners for the month of March 2020 to countries identified to have confirmed cases of persons under investigation (PUIs) for COVID-19. All personnel are also warned against traveling abroad without approved travel authority.</p> <p>It also reiterates the 14-day mandatory self-quarantine for learners and personnel deciding to proceed with their scheduled personal travels to countries identified to have confirmed cases of COVID-19 or PUIs. They shall adhere to the general and implementing guidelines based on Civil Service Commission Memorandum Circular No. 05, s. 2020, DOH Memorandum No. 2020-0090 dated February</p>

	<p>17, 2020.</p> <p>As stipulated in the memorandum, the 14 days of self-quarantine of DepEd personnel shall not be deducted from their earned leave credits, in consonance with CSC MC 05, s. 2020.</p>
<p><b>7) DM No. 023, s. 2020</b></p> <p><i>Third Set of Policy Directives of the DepEd Task Force COVID-19</i></p>	<p>The travel measures and restrictions as stipulated in Enclosure No. 2 of DM 15, s. 2020 remains in effect, as well as the 14-day mandatory self-quarantine for learners and personnel deciding to proceed with their scheduled personal travels to countries identified to have confirmed cases of COVID-19.</p> <p>The policy also allows units at the Central Office, Regional Offices, Schools Division Offices, and schools to resume the conduct of national, regional, and/or campus activities starting February 24, 2020, provided all precautionary measures identified by DepEd in previous memoranda, and by the Department of Health in its issuances are strictly followed.</p> <p>Schools are directed by this issuance to dedicate weekends for school-wide general cleaning and intensified disinfection efforts, on top of regular cleaning efforts during school days and to utilize the schools' maintenance and other operating expenses (MOOE) to effectively execute the protective measures enclosed in DM 015, s. 2020.</p>
<p><b>8) DM No. 021, s. 2020</b></p> <p><i>Second Set of Policy Directives of the DepEd Task Force COVID-19</i></p>	<p>This issuance further elaborates the travel measures and restrictions as stipulated in Enclosure No. 2 of DM 15, s. 2020, reiterating that learners and personnel who decide to proceed with their scheduled personal travels to countries with confirmed cases of 2019-nCoV shall be subject to mandatory self-quarantine for 14 days.</p> <p>Moreover, the policy underscores the suspension of all national and regional activities as stipulated in Enclosure No. 2 of DM 15, s. 2020.</p>
<p><b>9) DM No. 019, s. 2020</b></p> <p><i>Amendment to DepEd Memorandum No. 011, s. 2020</i></p>	<p>The amendment dissolves the Policy Group and designates the Quick Response and Recovery Team (QRRT)-nCoV to lead in responding to the 2019-nCoV situation in DepEd. The composition and functions of the Task Force are also amended.</p>
<p><b>10) DM No. 015, s. 2020</b></p> <p><i>First Set of Policy Directives of the DepEd Task Force COVID-19</i></p>	<p>This policy, which is for the information and guidance of DepEd officials, personnel and staff at the Central, Regional and Division Offices and schools nationwide, stipulates the measures for the Prevention and Control of the 2019-nCoV ARD in Basic Education Schools and Offices.</p>

	<p>These include travel limitations and restrictions which temporarily bans all official and personal travels to the People’s Republic of China and its special administrative regions following the Presidential directive issued on February 02, 2020.</p> <p>Official travels of all DepEd personnel and learners previously approved by the Secretary for the month of February 2020 to countries identified to have confirmed cases or persons under investigation for 2019-nCoV are revoked. Personnel and learners coming from travel abroad are required to comply with the prescribed quarantine procedures before returning to work or school.</p> <p>All national and regional activities involving learners and/or teachers requiring travel and congregation of various schools, divisions, and/or regions are suspended, while all division and district activities that involve the gathering/congregation of various schools are highly discouraged.</p> <p>The Department shall periodically evaluate the necessity of suspending such national and regional activities, and shall, every Monday and/or when the need arises, announce whether such suspension shall continue, depending on the development of the situation and upon the advice of the Department of Health.</p> <p>The memorandum also contains the following directives and guidelines on the 2019 nCoV-ARD</p> <ul style="list-style-type: none"> <li>● Formation/Activation of DRRM Teams in DepEd Regional Offices, Schools Division Offices, and Schools;</li> <li>● Operationalizing the Preventive Alert System in Schools (PASS);</li> <li>● Safety Precautions and Protocols; and</li> <li>● Guidance for School Administrators to Help Reduce the Spread of Seasonal Influenza in K to 12 Schools</li> </ul>
<p><b>11) DM No. 011, s. 2020</b></p> <p><i>Creation of a Task Force for the Management of the Department of Education Response to Novel Coronavirus Acute Respiratory Disease</i></p>	<p>The Task Force, divided into Policy and Operations, is assigned 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.</p>

## LIST OF DEPED TASK FORCE COVID-19 MEMORANDA

The enumerated DepEd Task Force COVID-19 Memoranda below are non-exhaustive and were selected based on importance which could be shared for public consumption.

TITLE OF POLICY	SUMMARY
<p><b>12) DTFC-19 Memo No. 25, s. 2020</b></p> <p><i>Minimum Standards for Social Distancing Baseline Protocols to be Observed in the Workplace Travel and Home and Private Space and Time of Deployed Personnel during the Enhanced Community Quarantine</i></p>	<p>This memorandum provides the uniform and minimum standards for social distancing within the workplace, during travel, and in private premises and activities. This includes guidelines on work arrangement for personnel on work-from-home and on those part of the skeletal workforce, as well as practical measures for the offices at the DepEd Central, Regional, Division, Facilities and/or Schools while on skeletal workforce.</p>
<p><b>13) DTFC-19 Memo No. 021, s. 2020</b></p> <p><i>Measures for Close Contacts of Confirmed Cases of COVID-19, PUMs, and PUIs for Regional Offices, Schools Division Offices, and Schools</i></p>	<p>This policy, which localizes DTFC-19 Memo No. 003, s. 2020, provides further information and guidance to DepEd officials, personnel, and staff of regional offices, schools division offices, and schools nationwide on the measures to be undertaken by concerned DepEd learners and personnel following the DepEd internal color-based reporting scheme.</p> <p>The tasks, roles, and responsibilities of schools, regional and schools division offices, regional/division/school health and nutrition personnel, and regional/division/school DRRM coordinators are also stipulated in the memorandum.</p> <p>Field DRRM Teams are directed to report daily to the Central Office QRRT, while SDOs shall continue to submit weekly health situation reports to the BLSS-SHD, copy furnished DRRMs, their respective ROs, Local Chief Executives, and City/Municipal/Rural Health Units.</p>
<p><b>14) DTFC-19 Memo No. 012, s. 2020</b></p> <p><i>DepEd Public Service Continuity Plan</i></p>	<p>This policy enjoins all members of Execom and Mancom, and Heads of Offices to prepare, draft and submit their respective Public Service Continuity Plan (PSCP) which consists of the internal capacities, recovery requirements, and strategies of an agency or institution to ensure the continuous performance of mandates.</p> <p>Measures must be set in place to ensure the continuity of DepEd essential services and priority programs, while observing the enhanced community quarantine and stringent social distancing measures which set a work from home arrangement for the Executive branch, with the exception of health and essential frontline services.</p>

<p><b>15) DTFC-19 Memo No. 006, s. 2020</b></p> <p><i>Adoption of Video Conferencing System During Community Quarantine Period Due to COVID-19 to continue Operations and Communications</i></p>	<p>The memorandum directs the Information and Communications Technology Service (ICTS) to facilitate the video conferencing system using Microsoft Teams to allow DepEd Officials to continue operations and communications while the community quarantine is in effect.</p> <p>The ICTS is directed to immediately install the said application in the laptops and mobile devices of DepEd Central Office executives and conduct the necessary simultaneous coaching sessions.</p>
<p><b>16) DTFC-19 Memo No. 004, s. 2020</b></p> <p><i>Travel Advisory for NSPC and NFOT Delegates Still in Cagayan and Isabela</i></p>	<p>In view of the declaration of a State of Public Health Emergency, and the succeeding suspension of land, domestic air, and domestic sea travel to and from Metro Manila beginning March 15, 2020, 00:00H, this memorandum sets heightened precautionary measures for officials, participants, and attendees of the National Schools Press Conference and National Festival of Talents who are still in Isabela and Cagayan to be able to return home before travel restrictions in the National Capital Region are imposed.</p>
<p><b>17) DTFC-19 Memo No. 003, s. 2020</b></p> <p><i>Measures for Close Contacts of Confirmed Cases of COVID-19, PUMs, and PUIs</i></p>	<p>These guidelines provide for the corresponding actions that must be undertaken by concerned DepEd learners and personnel following the DepEd internal color-based reporting scheme stipulated in the memorandum. The color coding is based on the <i>Algorithm for Triage of Patients with Possible COVID-19 Infection in Health Care Facilities</i> by the Department of Health.</p> <p>Personnel and learners who will undergo home quarantine shall follow the procedures based on the DOH Circular No. 2020-0105, s. 2020. All others who have visited places frequented by confirmed cases of COVID-19 are advised to self-monitor and consult with health center or health units for appropriate management and monitoring if showing symptoms.</p>
<p><b>18) DTFC-19 Memo No. 002, s. 2020</b></p> <p><i>Creation of Central Office Task Force COVID-19</i></p>	<p>This memorandum creates the Central Office Task Force COVID-19 which is responsible for implementing preventive measures in the Central Office, including but not limited to organizing sanitation, disinfecting areas, and setting protocols for personnel and visitors.</p> <p>The composition of the Task Force includes the Director of Administrative Service (AS) as Chairperson, while the Central Security Safety Office Deputy Chief as the Vice-Chairperson.</p> <p>Member Offices include the Bureau of Learner Support Services-School Health Division, Disaster Risk Reduction</p>

	<p>and Management Service, AS, AS-Asset Management Division, AS-General Services Division, CSSO, and Public Affairs Service.</p>
<p><b>19) DTFC-19 Memo No. 001, s. 2020</b></p> <p><i>Health Related Instructions for NSPC and NFOT</i></p>	<p>This issuance instructs all concerned officials, participants, and attendees of the National Schools Press Conference and National Festival of Talents to minimize the risk of contracting the virus by strictly observing the safety precautions and protocols laid down in the memorandum. The presence of members of the concerned DepEd Regional and Division Task Forces on COVID-19 and availability of medical personnel 24/7 to attend to the needs of all involved shall be secured.</p> <p>Close coordination with local government units and local health authorities, especially with the regional DOH Center for Health Development shall also be ensured for possible COVID-19 events that may occur during the course of the activities.</p> <p>DepEd Task Force COVID-19 is tasked to monitor the situation closely and make informed, coordinated, and proportionate response based on any updated guidelines or advisory by the Inter-Agency Task Force on Emerging Infectious Diseases headed by the Department of Health.</p>