



OUAD00-0820-0119
To authenticate this document,
please scan the QR Code



Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

DepEd Task Force COVID-19
MEMORANDUM No. 97
20 August 2020

For: **Secretary Leonor Magtolis Briones**
Undersecretaries and Assistant Secretaries
Bureau and Service Directors
Central Office Personnel

Subject: **CREATION OF A CENTRAL OFFICE QUARANTINE MANAGEMENT**
TEAM UNDER THE CENTRAL OFFICE TASK FORCE COVID-19
(Supplemental to DTFC-19 Memorandum No. 95)

To better manage and provide specialized care to DepEd Central Office (CO) personnel affected by the Coronavirus Disease (COVID-19), DepEd Task Force COVID-19 (DTFC-19) Memorandum No. 95 or the *Updated Protocols in Handling, Managing, and Testing of Reported COVID-19 Cases and Close Contacts at the Central Office*, which amends DTFC-19 Memorandum No. 68, designates National Educators Academy of the Philippines (NEAP) – Marikina as a temporary treatment and monitoring facility for COVID-19 of the DepEd CO for:

1. personnel who are symptomatic (but do not require hospitalization) with no known exposure to a confirmed case (as an extra precautionary measure internal to DepEd)
2. personnel who are exposed to a symptomatic personnel (as an extra precautionary measure internal to DepEd)
3. personnel who are exposed to a close contact/suspect case/probable case and who need to undergo self-observation and/or testing
4. personnel who are close contacts of a confirmed case
5. confirmed cases of COVID-19 and are asymptomatic or with mild symptoms and do not require hospitalization
6. immediate family members of personnel concerned, only when warranted under special circumstances, as determined and recommended by the CO Task Force COVID-19, and approved by the DepEd Task Force COVID-19



Scan this QR Code to view
Videos and Magazines
of Major Programs



Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers' Camp (BTC), Central Security & Safety Office (CSSO)]

Department of Education, Central Office, Meralco Avenue, Pasig City
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: +63286337203, +63286376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo

The following are enacted to support its operationalization:

Creation of a Central Office Quarantine Management Team (CO-QMT)

1. A **Central Office Quarantine Management Team (CO-QMT)** is hereby created pursuant to DTFC-19 Memorandum No. 95.

Structure and Composition of the CO-QMT

2. Operating under the supervision of the Central Office Task Force COVID-19 (COTF-COVID-19), a body created by DTFC-19 Memorandum No. 2 and further mandated by DTFC-19 Memorandum No. 95 to oversee and coordinate the management of COVID-19 cases and close contacts in the Central Office, the CO-QMT shall be composed of the following:
 - a. Central Office Clinic
 - b. Bureau of Learner Support Services – Youth Formation Division (BLSS-YFD)
 - c. Bureau of Learner Support Services – School Sports Division (BLSS-SSD)
 - d. Administrative Service – Records Division (AS-RD)

Functions of the CO-QMT

3. The CO-QMT shall take charge of the necessary arrangements for the conversion into and the subsequent management of NEAP Marikina into a temporary treatment and monitoring facility for COVID-19, and any other facilities designated by the DTFC-19 for similar purposes for DepEd CO personnel. It shall function on a 24/7 basis whenever any DepEd CO temporary treatment and monitoring facility is active.
4. Committees under the CO-QMT are formed to perform the following key functions:
 - a. **Treatment, Monitoring, and Overall Facility Management.**

Led by the CO Clinic, this committee shall:

- i. Monitor, provide, and coordinate appropriate assessment, referral, and treatment to cases and/or contacts;
- ii. Oversee the overall management, supervision, and disinfection of the temporary treatment and monitoring facility;
- iii. Coordinate with DOH/Local Government Unit for quarantine, referral, and other needed services; and
- iv. 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 Bureau of Human Resource and Organizational Development (BHROD).



b. Transportation.

Led by the BLSS-YFD, this committee shall:

- i. Ensure the availability of and manage the dispatch of vehicles for the ferrying of individuals (e.g. cases, contacts, medical/support staff) and logistical requirements (e.g. food, medical supplies) to and from the facility at any given time;
- ii. Coordinate with the COTF-COVID-19 the availability of at least two (2) dedicated vehicles for the use of the facility. One shall be used solely for the transportation of logistical requirements and medical/support staff, and one shall be used solely for the transportation of cases and/or contacts; and
- iii. Ensure that required health standards are strictly observed;

c. Accommodation.

Led by the BLSS-YFD, this committee shall:

- i. Manage the allocation of designated rooms in the facility for the use of qualified cases and/or contacts; and
- ii. Closely coordinate with the management of NEAP Marikina and/or any future temporary treatment and quarantine facility for CO personnel for the accommodation protocols.

d. Provision of Food.

Led by the BLSS-SSD, this committee shall:

- i. Ensure the availability and proper handling of meals, eating utensils, and drinking water daily for all cases and/or contacts during the entire duration of their quarantine or treatment period in the facility. Breakfast, morning snacks, lunch, afternoon snacks, and dinner shall be provided;
- ii. Make arrangements with a partner restaurant/cooperative canteen for the preparation of the food;
- iii. Coordinate with the Transportation Committee for the delivery of the food; and
- iv. Coordinate with the BLSS-School Health Division the assignment of a nutritionist to assist in ensuring that cases and/or contacts receive proper nourishment from the meals to be served.

e. Provision of Medical Supplies.

Led by the AS-RD, this committee shall:

- i. Ensure the availability of and oversee the proper turnover of needed medicines and medical supplies deemed necessary by the CO Clinic for all cases and/or contacts during the entire duration of their quarantine or treatment period in the facility;



- ii. Closely coordinate with COTF-COVID-19, through the Administrative Service – Asset Management Division, for securing the needed supplies. The Committee and the COTF-COVID-19 shall ensure the ready availability of common medicine and medical supplies for easy dispatch and to minimize exposure from purchases; and
 - iii. Coordinate with the Transportation Committee for the delivery of the supplies.
5. Each of the committees shall provide daily reports to the COTF-COVID-19 on the status of operations and issues/concerns. The COTF-COVID-19 shall meanwhile send a consolidated daily report to the DTFC-19, containing updates on the cases and/or contacts in the facility, and issues needing attention.
6. Operations shall adhere to DTFC-19 Memorandum No. 95, and other relevant issuances, protocols, and standards of the Department of Health (DOH), Inter-Agency Task Force on Emerging Infectious Diseases (IATF), and DepEd, and will be made in coordination with appropriate health and local government authorities. Any provision in this DTFC memo which shall be inconsistent with future DTFC or DOH issuances shall automatically be amended or repealed accordingly.
7. The aforementioned committees shall adopt the necessary operational guidelines for the effective, efficient, and unhampered performance of their roles at any given time. Guidelines adopted in paragraph 4 may be amended as needed by the COTF-COVID-19. When deemed necessary, personnel may be assigned to work or be on call beyond the usual working hours. **Due consideration shall be given to the safety and security of personnel performing needed tasks, and safety and public health standards shall be upheld at all times.** Physical/onsite reporting to the temporary treatment and monitoring facility shall only be done when deemed necessary.

Contact Details

8. The COTF-COVID-19 may be reached via Mr. Florentino Barte Jr. (09158216184) or Ms. Maritess Ablay (09158665006).
9. The Treatment, Monitoring, and Overall Facility Management Committee (CO Clinic) may be reached via Dr. Rainerio Reyes (09399129668), or through the BLSS-SHD (632 9935).
10. The Transportation Committee (BLSS-YFD) may be reached via Ms. Janette Lozano (09952582174).
11. The Accommodations Committee (BLSS-YFD) may be reached via Mr. Rembert Lacsina (09777496099) or Ms. Consuelo Sacayanan (09563565501).
12. The Food Committee (BLSS-SSD) may be reached via Ms. Marivic Tolitol (09165525625) or Mr. Paulo Motita (09163342699).
13. The Medical Supplies Committee (AS-RD) may be reached via Ms. Alma Apanay (09358778396) or Ms. Rose Marie Moscoso (09066463647).



Supporting Provisions

14. The COTF-COVID-19 shall coordinate with concerned offices in the CO to ensure the availability of funds to cover the aforementioned expenses related to the assistance to be provided to personnel concerned.
15. The COTF-COVID-19 shall provide necessary assistance to personnel performing work under the CO-QMT, including personal protective equipment and transportation allowance. Allowable benefits, such as overtime pay, and hazard pay subject to Administrative Order No. 26, OUF-2020-0128, and other relevant issuances, shall likewise be provided, chargeable against local funds of their respective offices, subject to the usual accounting and auditing rules and regulations.
16. The COTF-COVID-19 shall coordinate with the BHROD to facilitate the case/contact's PhilHealth requirements, and other assistance and other benefits as needed.

For the proper guidance of all.



ALAIN DEL B. PASCUA
Undersecretary

Chairperson, DepEd Task Force COVID-19



OUAD00-0820-0119
To authenticate this document,
please scan the QR Code

