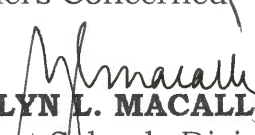




Republic of the Philippines  
**Department of Education**  
REGION II – CAGAYAN VALLEY  
SCHOOLS DIVISION OF ISABELA

**MEMORANDUM**

**TO:** Assistant Schools Division Superintendents  
LD Coordinators and Chiefs  
Education Program Supervisors/Specialists  
School Health Section Personnel  
Public Schools District Supervisors/Districts In-Charge  
Elementary and Secondary Principals/School Heads  
Teaching and Non-Teaching Personnel  
All Others Concerned

**FROM:**   
**MADELYN L. MACALLING, PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer In-Charge  
Office of the Schools Division Superintendent

**DATE:** September 29, 2021

**SUBJECT: Reiteration of Guidelines in the Prevention and Control of COVID 19 in Schools and Offices**

1. This Office hereby reiterates the issued Division Memorandum re: Guidelines on Health and Safety of Teaching and Non-Teaching Personnel in schools and offices to provide unified and systematic instructions and guidance in view of the continuing prevention of further spread of COVID-19 virus.

2. All teaching and non-teaching personnel of schools and office shall strictly observe the following health protocols, to wit:


a. Always practice personal protective measures such as regular hand washing, wearing of face masks and face shield, physical distancing of at least 2 meter, and avoiding crowded places.

b. Strictly no face-to-face meetings of any kind or gatherings of more than 10 attendees unless otherwise special meetings approved by Local IATF and authorized officers of the SDO.

DEPED - ISABELA  
RELEASED  
DATE: 10-1-21  
CONTROL NO: 533



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- c. Practice self-isolation or just stay at home and not allowed to report to work if with COVID-19 like symptoms (fever, colds, cough, sore throat, myalgia, flu-like illness). They shall inform their immediate head instantaneously of the health condition. The head of office/school shall likewise report to the District Nurse/School Health Section for monitoring of health status of personnel.
- d. Required to undergo a 14-day quarantine for those with COVID-19 like symptoms regardless of the result of the antigen or RT PCR test. If no testing is done, said personnel shall still follow the 14-day quarantine procedure. A Medical Certificate shall be submitted to immediate head as a clearance for return to work after following the quarantine procedure.
- e. If with exposure to a COVID-19 positive, a concerned personnel shall undergo risk exposure assessment and be subjected to contact tracing procedure.
- f. All identified close contacts especially those with COVID-19 positive family member/s shall be immediately placed under 14-day quarantine regardless of swab results.
- g. If a school/office has a confirmed (+) COVID 19 case, the head of school/office shall automatically request for a lockdown and shall advise to request assistance from the Local health unit and other recommended local government offices in view of deep cleaning and disinfection. Concerned school head/head of office shall immediately request for the alternative work arrangement of personnel while in a lockdown status.
- h. The school/office shall be on a lockdown status until contact tracing is completed.

3. All other provisions of the issued Unnumbered Memorandum on Health and Safety Guidelines in the Workplace dated April 20, 2020 and Health and Safety Guidelines in the Schools dated November 2, 2020 as well as other relevant issuances in the prevention and control of COVID 19 are still in effect.

5. Immediate dissemination of and strict compliance with this Memorandum is enjoined.



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