



# DepEd – DIVISION OF QUEZON

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Registration Number:  
QAC/R63/0216

## UNNUMBERED MEMORANDUM

**TO:** Asst. Schools Division Superintendent, Curriculum Implementation Division  
Personnel, School Governance and Operations Division Personnel, Public  
Schools District Supervisors, Elementary and Secondary School Heads, All  
other concerned

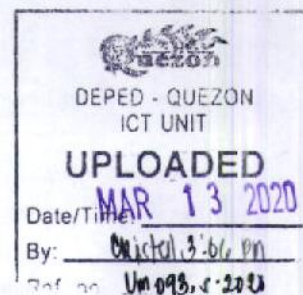
**FROM:** CATHERINE P. TALAVERA, CESO V  
Schools Division Superintendent

**SUBJECT:** Fourth Set of Policy Directives of DepEd Task Force COVID-19

**DATE :** March 11, 2020

Attached herewith is the DepEd Memorandum No. 031, s. 2020 regarding the **Fourth Set of Policy Directives of DepEd Task Force COVID-19.**

For your information, guidance and widest dissemination.



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Republic of the Philippines  
Department of Education

DepEd MEMORANDUM  
No. **031**, s. 2020

05 MAR 2020

**FOURTH SET OF POLICY DIRECTIVES OF DEPED TASK FORCE COVID-19**

To: Undersecretaries  
Assistant Secretaries  
Minister, Basic, Higher and Technical Education, BARMM  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

1. The Department of Education (DepEd) Task Force COVID-19 is issuing this **Fourth Set of Policy Directives** to reiterate and elaborate on previously issued measures, for the guidance of DepEd officials, personnel and staff at the Central, Regional and Division Offices and schools nationwide.
2. **The World Health Organization (WHO), based on its Situation Report – 39 dated February 28, 2020, increased the assessment of the risk of spread and risk of impact of COVID-19 to “very high” at the global level.** This is the highest level of alert, according to the Dr. Mike Ryan, executive director of WHO's health emergencies program.<sup>1</sup> In his opening remarks at the media briefing on COVID-19 on February 28, 2020, WHO Director-General Dr. Tedros Adhanom Ghebreyesus said that what can be seen at the moment are *“linked epidemics of COVID-19 in several countries, but most cases can still be traced to known contacts or clusters of cases”* and that there is no *“evidence as yet that the virus is spreading freely in communities.”* Therefore, there is still a chance of containing this virus, if robust action is taken to detect cases early, isolate and care for patients and trace contacts. The key to containing this virus is to break the chains of transmission.”<sup>2</sup>
3. In light of this, all policy directives and measures contained in DM 015, s. 2020 titled **First Set of Policy Directives of the DepEd Task Force nCoV**, DM 021, s. 2020 titled **Second Set of Policy Directives of the DepEd Task Force nCoV**, and DM 023, s. 2020 titled **Third Set of Policy Directives of the DepEd Task Force COVIC-19** remain in effect.

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<sup>1</sup> <https://cnnphilippines.com/world/2020/2/29/World-Health-Organization-coronavirus-risk-very-high-at-global-level.html>  
<sup>2</sup> <https://www.who.int/ig/speeches/detail/who-director-general-opens-emergency-session-on-covid-19-28-february-2020>

4. The following measures are reiterated and further elaborated:

- a. **The travel measures and restrictions as stipulated in Enclosure No. 2 to DM 15, s. 2020, are extended for the month of March 2020, and shall continue to remain in effect, subject to the latest updates and advisories on travel restrictions by concerned authorities.** As such, **official and personal travels are temporarily banned** in the following:
- i. People's Republic of China and its Special Administrative Regions (SARs); and
  - ii. North Gyeongsang Province of South Korea, including Daegu City and Cheongdo County (per Resolution No. 09, s. 2020 of the Inter-Agency Task Force on Emerging Infectious Diseases, dated March 3, 2020).
- b. Further, official travels of all DepEd personnel and learners previously approved by the Secretary for the month of **March 2020** to countries identified to have confirmed cases of persons under investigation for COVID-19, as shown in the table below are hereby revoked. All DepEd personnel with approved personal travels to the same countries are highly advised not to proceed.

Countries, territories or areas outside China with reported laboratory-confirmed COVID-19 cases and deaths (Data as of March 2, 2020, WHO Situation Report - 42)		
Western Pacific Region	<ul style="list-style-type: none"> <li>• Republic of Korea</li> <li>• Japan</li> <li>• Singapore</li> <li>• Australia</li> <li>• Malaysia</li> </ul>	<ul style="list-style-type: none"> <li>• Vietnam</li> <li>• Philippines</li> <li>• Cambodia</li> <li>• New Zealand</li> </ul>
European Region	<ul style="list-style-type: none"> <li>• Italy</li> <li>• Germany</li> <li>• France</li> <li>• Spain</li> <li>• The United Kingdom</li> <li>• Switzerland</li> <li>• Norway</li> <li>• Sweden</li> <li>• Netherlands</li> <li>• Austria</li> <li>• Croatia</li> <li>• Greece</li> <li>• Israel</li> <li>• Finland</li> <li>• Denmark</li> <li>• Azerbaijan</li> </ul>	<ul style="list-style-type: none"> <li>• Czechia</li> <li>• Georgia</li> <li>• Romania</li> <li>• Iceland</li> <li>• Russian Federation</li> <li>• Armenia</li> <li>• Belarus</li> <li>• Belgium</li> <li>• Estonia</li> <li>• Ireland</li> <li>• Lithuania</li> <li>• Luxembourg</li> <li>• Monaco</li> <li>• North Macedonia</li> <li>• San Marino</li> </ul>
South-East Asia Region	<ul style="list-style-type: none"> <li>• Thailand</li> <li>• India</li> <li>• Indonesia</li> </ul>	<ul style="list-style-type: none"> <li>• Nepal</li> <li>• Sri Lanka</li> </ul>

Eastern Mediterranean Region	<ul style="list-style-type: none"> <li>• Iran (Islamic Republic of)</li> <li>• Kuwait</li> <li>• Bahrain</li> <li>• United Arab Emirates</li> <li>• Iraq</li> </ul>	<ul style="list-style-type: none"> <li>• Lebanon</li> <li>• Oman</li> <li>• Pakistan</li> <li>• Qatar</li> <li>• Egypt</li> <li>• Afghanistan</li> </ul>
Region of the Americas	<ul style="list-style-type: none"> <li>• United States of America</li> <li>• Canada</li> <li>• Mexico</li> </ul>	<ul style="list-style-type: none"> <li>• Brazil</li> <li>• Dominican Republic</li> <li>• Ecuador</li> </ul>
African Region	<ul style="list-style-type: none"> <li>• Algeria</li> </ul>	<ul style="list-style-type: none"> <li>• Nigeria</li> </ul>

- c. The latest list of countries with confirmed cases is accessible in the WHO's website (<https://www.who.int/emergencies/diseases/novel-coronavirus2019/situation-reports>).
- d. It is reiterated that all personnel and learners who decide to proceed with their scheduled personal travels for the month of March to countries identified to have confirmed cases or persons under investigation for COVID-19 shall be subject to **mandatory self-quarantine for 14 days** from the date of arrival in the Philippines.
- e. However, it is corrected that the 14 days of self-quarantine of DepEd personnel shall **not be deducted from their earned leave credits**, in consonance with the Civil Service Commission Memorandum Circular No. 05, s. 2020, with subject Interim Guidelines on the Use of Leave Credits for Absences Due to Self-Quarantine and/or Treatment Relative to the Corona Virus Disease-2019 (COVID-19). A copy of CSC MC 05, s. 2020 is enclosed (Enclosure No. 1) to provide for the procedure of availment of leave privileges for absences incurred in relation to self-quarantine and/or treatment of concerned DepEd personnel. CSC MC 05, s. 2020 further provides that "government employees, officials, and other public servants covered by these Guidelines whose period of self-quarantine after recent travel (official/personal) was deducted against their leave credits prior to the issuance of these guidelines can have the said leave credits restored through their respective agencies' Human Resource/Personnel Office/s/Units." 
- f. Learners on quarantine shall not be marked absent and shall be given alternative delivery modes (ADM) of education.
- g. Personnel and learners on self-quarantine are strongly instructed to adhere to the following general and implementing guidelines, based on CSC MC 05, s. 2020, and the Department of Health Memorandum No. 2020-0090, dated February 17, 2020, with subject Interim Guidelines on the Management of Persons Under Monitoring (PUMs) suspected with Coronavirus Disease 2019 (COVID-19) for Home Quarantine (Enclosure No. 2):

- i. Upon arrival, report to a local health authority and/or coordinate with the Local Government Epidemiologic Surveillance Unit on the logistical, administrative and clinical parameters to be standardized in any attempt to refer the person on quarantine for transfer or consultation.
- ii. Strictly observe the following guidelines while undergoing home quarantine.

**(1) Room Isolation and Contacts of Persons Undergoing Quarantine**

- (a) The person undergoing quarantine shall be prohibited to leave their rooms/homes where they are quarantined until they have been certified by the local health official to have finished the 14-day requirement for quarantine procedures.
- (b) The person undergoing quarantine shall be placed alone in a well-ventilated room, preferably with toilet and bathroom. If this is not possible, maintain a distance of at least one meter from the person undergoing quarantine (e.g. sleep in a separate bed).
- (c) Assign one person who is in good health as caretaker of the person undergoing quarantine.
- (d) Visitors, family members, and even caregivers are not allowed in the room of the person undergoing quarantine.
- (e) Confine activities of the person undergoing quarantine in his/her room only. If this is not possible, ensure that shared spaces (e.g. kitchen, bathroom) are well ventilated (e.g. keep windows open).

**(2) Use of Disposable Surgical Mask**

- (a) The person undergoing quarantine should wear a surgical mask fitted tightly to the nose, mouth, and chin when in the same room with another household member or when talking to other people. The use of masks is not required for those not undergoing quarantine.
- (b) If alone, the person undergoing quarantine is not required to wear a mask.
- (c) Masks should not be touched or handled during use. If the mask gets wet or dirty with secretions, it must be changed immediately and disposed properly.
- (d) Discard the used mask after a maximum use of 8 hours. Masks are not reusable and should not be washed. After removal of mask, wash hands using water and soap, or rub hands with 70% alcohol or any hand disinfectant.

**(3) Proper Hand Hygiene Practice for All**

- (a) All persons undergoing quarantine and household members should perform proper hand hygiene.
- (b) Perform proper hand hygiene by washing hands with soap and water. If hands are not visibly soiled, 70% alcohol or any alcohol-based hand rub can be used.

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- (c) When using soap and water, disposable paper towels to dry hands is desirable. If not available, use dedicated cloth towels and replace them when they become wet.
- (d) Proper hand hygiene should also be performed before and after preparing food, before eating, after using the toilet, and whenever hands look dirty.
- (e) Address safety concerns (e.g. accidental ingestion by children and fire hazards) on the use of alcohol-based hand rubs.

**(4) Respiratory Hygiene and Standard Precaution for All**

- (a) Respiratory hygiene/cough etiquette should be practiced at all times. Respiratory hygiene refers to covering the mouth and nose during coughing or sneezing using surgical masks, tissues, flexed elbow, sleeves of clothes, or inside the neckline of shirts, followed by hand hygiene.
- (b) Avoid direct contact with body fluids, particularly oral or respiratory secretions, and feces. Use disposable gloves to provide oral or respiratory care and when handling feces, urine, and waste. Wash hands before putting on and after removing gloves.
- (c) Avoid other types of possible exposure to the person undergoing quarantine or contaminated items in their immediate environment (e.g. avoid sharing toothbrushes, towels, washcloths, bed linen).

**(5) Food Handling of Person Undergoing Home Quarantine**

- (a) The assigned caretaker of the person undergoing quarantine shall serve their plates/meal trays only up to the room door.
- (b) After eating, plates/meal trays should be picked up at the room door by the caretaker using disposable gloves to avoid contamination. Perform proper hand hygiene afterwards.
- (c) Eating utensils and dishes should be cleaned with soap or detergent and water after use and maybe re-used instead of being discarded.
- (d) Do not share eating utensils, dishes, and drinks with person undergoing quarantine.

**(6) Disposal of Used Gloves, Tissues Papers, and Masks**


- (a) Immediately discard materials used to cover the mouth or nose into the trash or clean reusable items appropriately after use (e.g. wash handkerchiefs using regular soap or detergent and water)
- (b) Gloves, tissues, masks, and other waste generated by the person undergoing quarantine should be placed in a container in their room before disposal with other household waste.

**(7) Cleaning and Disinfection**

- (a) Persons undergoing quarantine are encouraged to clean and disinfect frequently touched surfaces such as bedside tables, doorknobs, bedframes, and other bedroom furniture daily with regular household disinfectant containing a diluted bleach solution (1-part bleach to 99 parts water).
- (b) Clean and disinfect bathroom and toilet at least once daily with regular household disinfectant containing diluted bleach solution (1-part bleach to 99-parts water).
- (c) Clean clothes, bedclothes, bath and hand towels, etc. of the person undergoing quarantine using regular laundry soap and water or machine wash at 60-90 °C with common household detergent, and sun-dry. Place used linen in a laundry bag. Do not shake soiled laundry. Additional measures may be needed to prevent unhygienic reuse of gloves, masks. Avoid direct contact of the skin and clothes with the contaminated materials.
- (d) Use disposable gloves and protective clothing (e.g., plastic aprons) when cleaning or handling surfaces, clothing or linen soiled with body fluids. Perform proper hand hygiene before and after removing gloves.

**(8) Reporting.** In case the person undergoing quarantine develops symptoms, they should be reported immediately to the Regional Epidemiology and Surveillance Unit (RESU) or Local Surveillance Officer for transport to nearest health facility. All household members should be advised to seek immediate medical care when signs and symptoms develop.

iii. Secure a medical certificate before reporting back to school or work.

- (1) For those who have not exhibited symptoms of COVID-19, a Medical Certificate issued by any government/private physician that the learner or personnel has undergone self-quarantine for 14 days upon arrival in the Philippines, has exhibited no symptoms of COVID-19 and is cleared to report back to school or work, shall be submitted to the school and/or the HR unit.
- (2) For those who got sick but were not infected by the COVID-19, a Medical Certificate issued by any government/private physician that the learner or personnel has been treated of his/her sickness and is cleared as being fit to report back to school or work shall be submitted to the school and/or the HR unit. 
- (3) For those who were infected by the COVID-19, a Medical Certificate issued by the Referral Center for Emerging and Re-Emerging Infectious Disease indicating that the learner indicating that the learner or personnel has been treated and

is cleared as being fit to report back to school or work shall be submitted to the school and/or the HR unit.

- h. **All personnel are warned against travelling abroad without approved travel authority**, in compliance with the Memorandum from the Executive Secretary, dated January 3, 2018, with subject Directives Applying to Foreign Travels of All Government Officials and Personnel in the Executive Department, and disseminated through DM 008, s. 2018, titled Dissemination of Memorandum from the Executive Secretary Dated 03 January 2018, which provides that **“no government official or personnel shall be allowed to depart for any travel abroad, even if such is for a personal or private purposes without cost to the government, unless such official or personnel has obtained the appropriate travel authorization** from his/her agency, has duly accomplished the requisite leave forms, and his/her absence shall not hamper the operational efficiency of said agency.”
  - i. The Central Office, Regional Offices, and Schools Division Offices are instructed to strictly monitor adherence to these measures. Refusal to submit to these guidelines may result in the filing of administrative actions for misconduct, insubordination, dishonesty, and other related offenses.
  - j. Weekend school-wide general cleaning and intensified disinfection efforts, on top of regular cleaning efforts during school days shall continue.
5. Schools Division Offices are reminded to consolidate the weekly health situation reports from schools for submission to the **Bureau of Learner Support Services-School Health Division**, as guided by the Enclosure No. 2 to DM 15, s. 2020.
  6. Private schools are highly encouraged to adopt the precautionary measures contained in this DepEd memorandum.
  7. For information, please contact the **Quick Response and Recovery Team on COVID-19 (QRRT-COVID-19)** at the Bureau of Learner Support Services through email at [blss.shd@deped.gov.ph](mailto:blss.shd@deped.gov.ph) or at telephone number (02) 8632-9935.
  8. Immediate dissemination of this Memorandum is desired.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encls.:

As stated

References:

DepEd Memorandum (Nos. 011, 015, 019, 021 and 023, s. 2020)

To be indicated in the Perpetual Index  
under the following subjects

BUREAUS AND OFFICES  
EMPLOYEES  
HEALTH EDUCATION  
LEARNERS  
OFFICIALS  
REPORTS  
RULES AND REGULATIONS  
SCHOOLS  
TRAVEL



MC No. 05, s. 2020

## MEMORANDUM CIRCULAR

**TO :** ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES

**SUBJECT :** Interim Guidelines on the Use of Leave Credits for Absences Due to Self-Quarantine and/or Treatment Relative to the Corona Virus Disease-2019 (COVID-19)

Pursuant to CSC Resolution No. 2000362 promulgated on February 20, 2020, the Commission adopted the following Interim Guidelines on the Use of Leave Credits for Absences Due to Self-Quarantine and/or Treatment relative to the Corona Virus Disease-2019 (COVID-19) to avert the threat in all workplaces in the public sector and to ensure that government officials and employees are given the chance to undergo preventive or remedial health measures to ensure that they are in good health at all times.

### 1.0 Purpose

These guidelines provides for the procedure of availment of leave privileges for absences incurred in relation to self-quarantine and/or treatment of public sector officials and employees relative to the COVID-19 which has been declared by the World Health Organization as Public Health Emergency of International Concern (PHEIC).

Moreover, said guidelines seek to ensure that precautionary measures are employed in government agencies to avoid the spread of the said virus in the public sector workplace.

### 2.0 Scope and Coverage

These guidelines apply to all public sector officials and employees regardless of status of appointment (permanent, temporary, provisional,

Bawat Kawani, Lingkod Bayani

substitute, coterminous, casual, contractual or fixed term) including elective officials.

### 3.0 Guidelines

3.1 It is the responsibility of each government official/employee or any individual serving the public sector to ensure that he/she employs the necessary measures to prevent the spread of the COVID-19 infection in the public sector workplace.

One who feels sick with the COVID-19-like symptoms<sup>1</sup> or has been exposed to persons infected with COVID-19 must immediately inform his/her supervisor; voluntarily seek immediate medical attention and/or go on self-quarantine, as deemed necessary upon the advice and certification of a licensed government/private physician. This is in order to avert the possible spread of the infection in the workplace.

3.2 All officials and employees in the public sector who have history of travel from China and its Special Administrative Regions (Macau and Hongkong) including other countries as declared/identified by competent Philippine authority prior to and after the promulgation of these guidelines shall ensure that they shall have submitted themselves to "self-quarantine" in their homes or any appropriate health facility, as applicable for fourteen (14) calendar days upon arrival in the Philippines. They shall not report back to work unless the said self-quarantine period has elapsed and/or they have been treated, and cleared as being fit to go back to work by the proper health authorities.

3.3 Absence from work due to self-quarantine period and/or treatment of the COVID-19, as applicable, shall be treated, as follows:

Categories	Nature of Absence from Work; Applicable Leave of Absence	Procedure Upon Return to Work
1. Officials and employees who have history of travel (official/personal) from China and its Special Administrative Regions (Macau and Hongkong) including other countries as	Absence from work during the fourteen (14) calendar days prescribed period of observation, including those who were diagnosed with	<p><u>For those who have not exhibited symptoms of COVID-19:</u></p> <p>A Medical Certificate to be submitted to the agency's HR unit issued by any government/ private physician that one has</p>

<sup>1</sup> Signs and symptoms: (fever, coughing, shortness of breath or difficulty breathing, other early symptoms to watch for are chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose).

<p>declared/identified by competent Philippine authority prior to and after the promulgation of these guidelines who are directed to go on self-quarantine and/or later on tested positive of COVID-19.</p> <p>2. Frontline service providers such as but not limited to Public Health Workers (PHWs), immigration officers, consular officers and other government officials and employees who are directed to go on self-quarantine and/or later tested positive of COVID-19 while in the performance of their official functions.</p>	<p>COVID-19 during the said period, shall not be deducted from their earned leave credits.</p> <p>After the aforesaid 14-day period has elapsed the official/employee diagnosed with the COVID-19, their absences shall be charged from their earned sick leave credits.</p>	<p>voluntarily self-quarantined himself/herself for 14 days upon arrival from the country and has exhibited no symptoms of COVID-19 and is cleared to report back to work.</p> <p><u>For those who got sick but were not infected by the COVID-19:</u></p> <p>A Medical Certificate to be submitted to the agency's HR unit issued by any government/private physician that one has been treated of his/her sickness and is cleared as being fit to report back to work.</p> <p><u>For those who were infected by the COVID-19:</u></p>
<p>3. Officials and employees who take care of their family members who have contracted the COVID-19.</p>	<p>Absence from work during the fourteen (14) calendar days prescribed period of observation and treatment shall be charged against their earned sick leave credits.</p>	<p>A Medical Certificate to be submitted to the agency's HR unit issued by the government health facility responsible for the treatment of the said COVID-19 indicating that one has been treated and is cleared as being fit to report back to work.</p> <p>Said health facilities, called Referral Centers for Emerging and Re-Emerging Infectious Disease may be referred to in the DOH website, <a href="http://www.doh.gov.ph">www.doh.gov.ph</a>.</p>

3.4 In the event of circumstances above mentioned wherein the employee has exhausted his/her sick leave credits, Section 56 of the Omnibus Rules on Leave shall apply allowing the use of vacation leave credits in lieu of sick leave credits. In case vacation leave credits have been

exhausted, the employee may apply for sick leave of absence without pay.

- 3.5 Office heads shall also ensure that the efficiency and productivity standards of work units are met in such cases where periods of absence of concerned officials and staff may bring about setbacks in the delivery of public service.

#### **4.0 Responsibilities of the Agency head**

- 4.1 The agency head shall ensure that the aforementioned guidelines are enforced in one's agency as a precautionary measure to avert the possible threat of the COVID-19 in the public sector workplace.

#### **5.0 Effectivity**

These guidelines shall take effect immediately and shall be applicable for the duration of the Public Health Emergency of International Concern (PHEIC) until said medical condition has been lifted by the proper health authorities.

However, government employees, officials, and other public servants covered by these Guidelines whose period of self-quarantine after recent travel (official/personal) was deducted against their leave credits prior to the issuance of these Guidelines can have the said leave credits restored through their respective agencies' Human Resource/Personnel Office/s/Units.

  
ALICIA dela ROSA-BALA  
Chairperson



20 FEB 2020



**Interim Guidelines on the Use of Leave Credits for Absences Due to Self-Quarantine and/or Treatment Relative to the Corona Virus Disease-2019 (COVID-19)**

**Number** : 2000362

**Promulgated:** 20 FEB 2020

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### RESOLUTION

**WHEREAS**, Section 3, Article IX-B of the 1987 Philippine Constitution mandates the Civil Service Commission, as the central personnel agency of the Government, to *“establish a career service and adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service. It shall strengthen the merit and rewards system, integrate all human resources development programs for all levels and ranks, and institutionalize a management climate conducive to public accountability.”* x x x”

**WHEREAS**, Section 15, Article II of the 1987 Philippine Constitution likewise mandates that *“The State shall protect and promote the right to health of the people and instill health consciousness among them.”*;

**WHEREAS**, Section 1, Chapter I, Title I (A), Book V of Executive Order No. 292 (Administrative Code of 1987) provides that the Civil Service Commission shall adopt measures to promote morale, efficiency, integrity, responsiveness, and courtesy in the civil service;

**WHEREAS**, Section 12 (2), Chapter 3, Title I (A), Book V of Executive Order No. 292 (Administrative Code of 1987) provides that the Civil Service Commission shall prescribe, amend and enforce rules and regulations for carrying into effect the provisions of the Civil Service Law and other pertinent laws;

**WHEREAS**, Section 60 (Leave of Absence), Chapter 9, Title I (A), Book V of Executive Order No. 292 (Administrative Code of 1987) states that *“Officers and employees in the Civil Service shall be entitled to leave of absence, with or without pay, as may be provided by law and the rules and regulations of the Commission in the interest of the service”*;

**WHEREAS**, the World Health Organization has declared the Corona Virus Disease-2019 (COVID-19) as Public Health Emergency of International Concern (PHEIC), that would require the adoption of measures to avert the threat in all workplaces in the public sector;

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**Bawat Kawani, Lingkod Bayani**

WHEREAS, a number of agencies have posed queries and sought clarifications from the Commission on the guidelines for the use of leave credits due to absences incurred by a public sector employee for the required self-quarantine period after one's travel from China and its Special Administrative Regions (SARs);

WHEREAS, the Commission needs to promulgate interim guidelines on the use of leave credits due to absences incurred by a public sector employee who is suspected and/or confirmed to have contracted the COVID-19, including the procedures to ensure that his/her co-workers' safety from infection upon return to work;

WHEREAS, government employees must be given a chance to undergo preventive or remedial health measures to ensure that they are in good health at all times;

WHEREFORE, the Commission **RESOLVES** to **ADOPT** the following Interim Guidelines on the Use of Leave Credits for Absences Due to Self-Quarantine and/or Treatment relative to the Corona Virus Disease-2019 (COVID-19):

### 1.0 Purpose

These guidelines provides for the procedure of availment of leave privileges for absences incurred in relation to self-quarantine and/or treatment of public sector officials and employees relative to the COVID-19 which has been declared by the World Health Organization as Public Health Emergency of International Concern (PHEIC).

Moreover, said guidelines seek to ensure that precautionary measures are employed in government agencies to avoid the spread of the said virus in the public sector workplace.

### 2.0 Scope and Coverage

These guidelines apply to all public sector officials and employees regardless of status of appointment (permanent, temporary, provisional, substitute, coterminous, casual, contractual or fixed term) including elective officials.

### 3.0 Guidelines

- 3.1 It is the responsibility of each government official/employee or any individual serving the public sector to ensure that he/she employs the necessary measures to prevent the spread of the COVID-19 infection in the public sector workplace.

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One who feels sick with the COVID-19-like symptoms<sup>1</sup> or has been exposed to persons infected with COVID-19 must immediately inform his/her supervisor; voluntarily seek immediate medical attention and/or go on self-quarantine, as deemed necessary upon the advice and certification of a licensed government/private physician. This is in order to avert the possible spread of the infection in the workplace.

3.2 All officials and employees in the public sector who have history of travel from China and its Special Administrative Regions (Macau and Hongkong) including other countries as declared/identified by competent Philippine authority prior to and after the promulgation of these guidelines shall ensure that they shall have submitted themselves to "self-quarantine" in their homes or any appropriate health facility, as applicable for fourteen (14) calendar days upon arrival in the Philippines. They shall not report back to work unless the said self-quarantine period has elapsed and/or they have been treated, and cleared as being fit to go back to work by the proper health authorities.

3.3 Absence from work due to self-quarantine period and/or treatment of the COVID-19, as applicable, shall be treated, as follows:

Categories	Nature of Absence from Work; Applicable Leave of Absence	Procedure Upon Return to Work
1. Officials and employees who have history of travel (official/personal) from China and its Special Administrative Regions (Macau and Hongkong) including other countries as declared/identified by competent Philippine authority prior to and after the promulgation of these guidelines who are directed to go on self-quarantine and/or later on tested positive of COVID-19.	Absence from work during the fourteen (14) calendar days prescribed period of observation, including those who were diagnosed with COVID-19 during the said period, shall not be deducted from their earned leave credits.  After the aforesaid 14-day period has elapsed the	<u>For those who have not exhibited symptoms of COVID-19:</u>  A Medical Certificate to be submitted to the agency's HR unit issued by any government/ private physician that one has voluntarily self-quarantined himself/herself for 14 days upon arrival from the country and has exhibited no symptoms of COVID-19 and is cleared to report back to work.  <u>For those who got sick but were not infected by the COVID-19:</u>

<sup>1</sup> Signs and symptoms: (fever, coughing, shortness of breath or difficulty breathing, other early symptoms to watch for are chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose).

<p>2. Frontline service providers such as but not limited to Public Health Workers (PHWs), immigration officers, consular officers and other government officials and employees who are directed to go on self-quarantine and/or later tested positive of COVID-19 while in the performance of their official functions.</p>	<p>official/employee diagnosed with the COVID-19, their absences shall be charged from their earned sick leave credits.</p>	<p>A Medical Certificate to be submitted to the agency's HR unit issued by any government/private physician that one has been treated of his/her sickness and is cleared as being fit to report back to work.</p> <p><u>For those who were infected by the COVID-19:</u></p>
<p>3. Officials and employees who take care of their family members who have contracted the COVID-19.</p>	<p>Absence from work during the fourteen (14) calendar days prescribed period of observation and treatment shall be charged against their earned sick leave credits.</p>	<p>A Medical Certificate to be submitted to the agency's HR unit issued by the government health facility responsible for the treatment of the said COVID-19 indicating that one has been treated and is cleared as being fit to report back to work.</p> <p>Said health facilities, called Referral Centers for Emerging and Re-Emerging Infectious Disease may be referred to in the DOH website, <a href="http://www.doh.gov.ph">www.doh.gov.ph</a>.</p>

3.4 In the event of circumstances above mentioned wherein the employee has exhausted his/her sick leave credits, Section 56 of the Omnibus Rules on Leave shall apply allowing the use of vacation leave credits in lieu of sick leave credits. In case vacation leave credits have been exhausted, the employee may apply for sick leave of absence without pay.

3.5 Office heads shall also ensure that the efficiency and productivity standards of work units are met in such cases where periods of absence of concerned officials and staff may bring about setbacks in the delivery of public service.



#### 4.0 Responsibilities of the Agency head

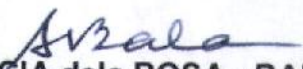
4.1 The agency head shall ensure that the aforesaid guidelines are enforced in one's agency as a precautionary measure to avert the possible threat of the COVID-19 in the public sector workplace.

#### 5.0 Effectivity

This Resolution shall take effect immediately and shall be applicable for the duration of the Public Health Emergency of International Concern (PHEIC) until said medical condition has been lifted by the proper health authorities.

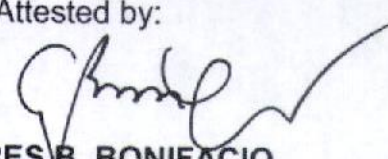
However, government employees, officials, and other public servants covered by these Guidelines whose period of self-quarantine after recent travel (official/personal) was deducted against their leave credits prior to the issuance of these Guidelines can have the said leave credits restored through their respective agencies' Human Resource/Personnel Office/s/Units.

Quezon City.

  
**ALICIA dela ROSA - BALA**  
Chairperson

  
**ATTY. AILEEN LOURDES A. LIZADA**  
Commissioner

**VACANT**  
Commissioner

Attested by:  
  
**DOLORES B. BONIFACIO**  
Director IV  
Commission Secretariat and Liaison Office



Republic of the Philippines  
Department of Health  
**OFFICE OF THE SECRETARY**

17 February 2020

**DEPARTMENT MEMORANDUM**

No. 2020 - 0090

**TO: ALL UNDERSECRETARIES AND ASSISTANT SECRETARIES; DIRECTORS OF BUREAUS AND CENTERS FOR HEALTH DEVELOPMENT; MINISTER OF HEALTH – BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO; EXECUTIVE DIRECTORS OF SPECIALTY HOSPITALS AND NATIONAL NUTRITION COUNCIL; CHIEFS OF MEDICAL CENTERS, HOSPITALS, SANITARIA AND INSTITUTES; PRESIDENT OF THE PHILIPPINE HEALTH INSURANCE CORPORATION; DIRECTORS OF PHILIPPINE NATIONAL AIDS COUNCIL AND TREATMENT AND REHABILITATION CENTERS AND ALL OTHERS CONCERNED**

**SUBJECT: Interim Guidelines on the Management of Persons Under Monitoring (PUMs) suspected with Coronavirus Disease 2019 (COVID-19) for Home Quarantine**

**I. BACKGROUND**

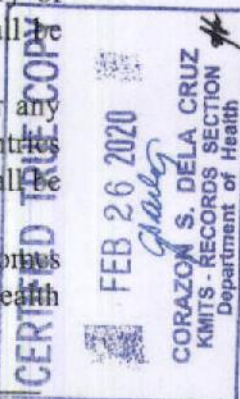
After a cluster of pneumonia cases of unknown etiology was reported in Wuhan City, Hubei Province of China last December 31, 2019, Chinese health authorities preliminarily identified the cause of this viral pneumonia as a new or novel type of coronavirus.

With an increasing number of cases spreading to various territories and confirmed human-to-human transmission, the World Health Organization declared the outbreak as a Public Health Emergency of International Concern (PHEIC) last January 30, 2020.

The Department of Health (DOH) hereby issues interim guidelines on the management of persons under monitoring (PUMs) suspected with Coronavirus Disease 2019 (COVID-19) for home quarantine.

**II. GENERAL GUIDELINES**

- A. Any person, regardless of nationality, race and age, who does not exhibit any sign nor symptom, has history of travel to other areas of China and/or history of exposure to a confirmed case of COVID-19, within the past 14 days, shall be required to undergo monitored home quarantine.
- B. Any person, regardless of nationality, race and age, who exhibits fever or any symptom of lower respiratory illness, and has a history of travel to other countries with a confirmed case of COVID-19 but without any history of exposure, shall be advised to undergo monitored home quarantine.
- C. Those undergoing home quarantine shall be prohibited to leave their rooms/homes where they are quarantined until they have been certified by the local health official to have finished the 14-day requirement for quarantine procedures.



- D. Initial coordination should be done with the Local Government Epidemiologic Surveillance Unit on the logistical, administrative and clinical parameters to be standardized in any attempt to refer a PUM for transfer or consultation.

### III. IMPLEMENTING GUIDELINES

#### A. Room Isolation and Contacts of Persons Under Monitoring (PUM)

1. Place the PUM alone in a well-ventilated room, preferably with toilet and bathroom. If this is not possible, maintain a distance of at least 1 meter from the PUM (e.g. sleep in a separate bed).
2. Assign one person who is in good health as caretaker of the PUM.
3. Visitors, family members and even caregivers are not allowed in the PUM's room, if possible.
4. Confine activities of the PUM in his/her room only. If this is not possible, ensure that shared spaces (e.g. kitchen, bathroom) are well ventilated (e.g. keep windows open).

#### B. Use of Disposable Surgical Mask

1. The PUM should wear a surgical mask fitted tightly to the nose, mouth, and chin when in the same room with another household member or when talking to other people. The use of masks is not required for the person/s the PUM is/are interacting with.
2. If alone, the PUM is not required to wear a mask.
3. Masks should not be touched or handled during use. If the mask gets wet or dirty with secretions, it must be changed immediately and disposed properly.
4. Discard the used mask after a maximum use of 8 hours. Masks are not reusable and should not be washed. After removal of mask, wash hands using water and soap, or rub hands with 70% alcohol or any hand disinfectant.

#### C. Hand Hygiene Practice for ALL

1. All PUMs and household members should perform hand hygiene following contact with PUM or if in contact with their immediate environment.
2. Perform hand hygiene by washing hands with soap and water. If hands are not visibly soiled, 70% alcohol or any alcohol-based hand rub can be used.
3. When using soap and water, disposable paper towels to dry hands is desirable. If not available, use dedicated cloth towels and replace them when they become wet.
4. Hand hygiene should also be performed before and after preparing food, before eating, after using the toilet, and whenever hands look dirty.
5. Address safety concerns (e.g. accidental ingestion by children and fire hazards) on the use of alcohol-based hand rubs.

#### D. Respiratory Hygiene and Standard Precaution for ALL

1. Respiratory hygiene/cough etiquette should be practiced by all at all times. Respiratory hygiene refers to covering the mouth and nose during coughing or sneezing using surgical masks, tissues, flexed elbow, sleeves of clothes, or inside the neckline of shirts, followed by hand hygiene.
2. Avoid direct contact with body fluids, particularly oral or respiratory secretions, and feces. Use disposable gloves to provide oral or respiratory care and when handling feces, urine and waste. Wash hands before putting on and after removing gloves.

CERTIFIED TRUE COPY

FEB 26 2020  
CORAZON S. DELA CRUZ  
KMITS - RECORDS SECTION  
Department of Health