



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



05 January 2022

DIVISION MEMORANDUM
DM No. 005, s. 2022

REITERATION OF THE REQUIRED HEALTH STANDARDS, VACCINATION, AND ON-SITE WORK REQUIREMENTS

To: OIC – Schools Division Superintendents
Division Chiefs
Section/Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Teaching and Non-teaching Personnel
School Health Personnel
All Others Concerned

1. Attached herewith is **DepEd Task Force COVID-19 Memorandum No. 587** entitled **Reiteration of the Required Health Standards, Vaccination, and On-site Work Requirements** for your guidance and reference.
2. Immediate dissemination of and strict compliance of this Memorandum is desired.

ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

shs/maat/01/05/2022

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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

DepEd Task Force COVID-19
MEMORANDUM No. 587
03 January 2022

For: **Leonor Magtolis Briones**
Secretary
Undersecretaries and Assistant Secretaries
Bureau and Service Directors
Regional Directors and BARMM Education Minister
Schools Division Superintendents
School Heads

Subject: **REITERATION OF THE REQUIRED HEALTH STANDARDS,
VACCINATION, AND ON-SITE WORK REQUIREMENTS**

The government has reverted the National Capital Region (NCR) back to the stricter **COVID-19 Response Alert Level No. 3** for 03-15 January 2022. For this period, the rest of the country remains under Alert Level 2. Significant increase in cases has been noted in the past days, while it is “highly possible” that there is already a local transmission of the highly contagious Omicron variant.¹ There are also reports of fully vaccinated individuals being confined in Intensive Care Units (ICU), although the number is very low, especially compared to unvaccinated or partially vaccinated individuals.²

In this light, the DepEd Task Force COVID-19 (DTFC) reminds all personnel, learners, and stakeholders, even those who have been fully vaccinated, to **strictly observe the required health standards**. This entails wearing of masks, practicing proper hand hygiene and cough etiquette, observing physical distance, ensuring airflow, and avoiding crowded and enclosed spaces. Further, all concerned are enjoined to **immediately report to health authorities** any symptoms or possible exposure to COVID-19 for monitoring and management, and to comply with existing quarantine and isolation protocols.

Those who have not completed their vaccines are strongly encouraged to take their second dose, and those fully vaccinated, their boosters, when already eligible. Those who have not been vaccinated but are eligible to be vaccinated are strongly enjoined to be vaccinated as soon as possible.

¹ NCR reverted to Alert Level 3 on Jan. 3-15: Palace exec, <https://www.pna.gov.ph/articles/1164240>

² Sa datos mula sa DOH retained hospitals sa Metro Manila, 85% ng COVID-19 patients na nakaratay sa ICU ay hindi bakunado!, <https://www.facebook.com/OfficialDOHgov/posts/291681436331969>



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The required health standards, vaccination, and the early detection and management of cases are proven effective in preventing the further transmission of the virus, and need to be reiterated especially as personnel are returning to on-site work from the holidays. Heads of Offices are reminded to ensure proper ventilation and good airflow in workspaces, while personnel are reminded to avoid unnecessary close interaction with other personnel who are reporting on-site even if they are sharing the same workspaces. If interaction is necessary, they shall keep their masks on and observe proper physical distance. Congregating shall be avoided and face-to-face meetings shall be limited.

With regard to the minimum on-site work capacity and the IATF vaccination/RT-PCR/antigen test requirement for personnel reporting on-site, the DTFC invites all to revisit the guidance it has already provided in its previous issuances, particularly **DTFC Memorandum No. 575** titled *IATF Requirement for Personnel Reporting On-Site Beginning 01 December 2021* and **DTFC Memorandum No. 586** which provides further clarifications to DTFC Memorandum No. 575.

The latest Guidelines on the Implementation of Alert Levels System for COVID-19 Response of the IATF can be accessed at https://iatf.doh.gov.ph/?page_id=77. The latest document available is dated **14 December 2021**, which provides for the following minimum/required percentages of the workforce that needs to be present on-site in government agencies:

Alert Level	Provisions Related to Work in Government ³
Alert Level 5	Agencies and instrumentalities of the government shall be fully operational, with a skeleton workforce on-site and the remainder under alternative work arrangements as approved by the head of agency unless a greater on-site capacity is required in agencies providing health and emergency frontline services, laboratory and testing services, border control, or other critical services, in accordance with the relevant rules and regulations issued by the Civil Service Commission (CSC).
Alert Level 4	Agencies and instrumentalities of the government shall remain to be fully operational and shall adhere to at least a 40% on-site workforce . Those assigned to work off-site shall be subject to alternative work arrangements as approved by the head of agency in accordance with the relevant rules and regulations issued by the CSC. Heads of agencies providing health and emergency frontline services, laboratory and testing services, border control, or other critical services shall operate at a workforce beyond the minimum as may be necessary to deliver their mandates.
Alert Level 3	Agencies and instrumentalities of the government shall remain to be fully operational and shall adhere to at least a 60% on-site workforce . Those assigned to work off-site shall be subject to alternative work arrangements as approved by the head of agency in accordance with the relevant rules and regulations issued by the CSC.

³ These provisions are consistent both with DTFC Memorandum No. 575 and with the **Memorandum Circular No. 93** from the Office of the President dated 17 December 2021 titled *Required On-site Workforce in Government Agencies and Instrumentalities under the Alert Level System*, disseminated by the Public Affairs Service through a Memorandum dated 24 December 2021.



Alert Level	Provisions Related to Work in Government ³
	Hheads of agencies providing health and emergency frontline services, laboratory and testing services, border control, or other critical services shall operate at a workforce beyond the minimum as may be necessary to deliver their mandates.
Alert Level 2	Agencies and instrumentalities of the government shall remain to be fully operational and shall adhere to at least 80% on-site workforce . Those assigned to work off-site shall be subject to alternative work arrangements as approved by the head of agency in accordance with the relevant rules and regulations issued by the CSC. Heads of agencies providing health and emergency frontline services, laboratory and testing services, border control, or other critical services shall operate at a workforce beyond the minimum as may be necessary to deliver their mandates.
Alert Level 1	All establishments, persons, or activities, are allowed to operate, work, or be undertaken at full on-site or venue/seating capacity provided it is consistent with minimum public health standards; provided further, that face to face classes for basic education shall be subject to prior approval of the Office of the President.

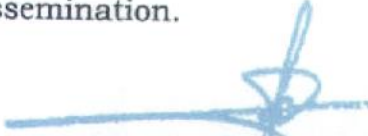
All offices and schools shall ensure compliance with minimum/required percentages of the on-site workforce depending on the alert levels of their respective workplaces.

As the IATF guidelines provides for the *minimum* onsite capacity, it is understood that the percentage of personnel reporting may go beyond the said numbers. Heads of Offices, however, are reminded to consider the vaccination and health status of their personnel, in determining whom to report on-site and whom to be placed under work-from-home arrangements, in line with DTFC Memorandum Nos. 586 and 575.

DTFC Memorandum No. 586 has also advised everyone to closely follow and pay attention to any new national issuances that may provide relevant updates and changes to DTFC memoranda, in light of the evolving guidance from national authorities. As also indicated in DTFC Memorandum No. 575, these national updates and changes shall be automatically honored.

For queries regarding this concern, please contact the DTFC Secretariat, Bureau of Learner Support Services-School Health Division (BLSS-SHD), through (02) 8632 9935 or email at medical.nursing@deped.gov.ph.

For proper guidance and widest dissemination.


ALAIN DEL B. PASCUA
 Undersecretary
 Chairperson, DTFC



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