



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

23 February, 2021

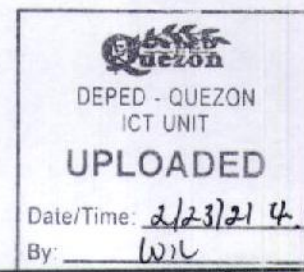
DIVISION MEMORANDUM
DM No. 079, s. 2021

**ADDENDUM TO DIVISION MEMORANDUM NO. 148, s. 2020 ENTITLED DIVISION
ALGORITHM FOR COVID-19 PROTOCOLS AT SDO QUEZON**

To: OIC-Assistant Schools Division Superintendents, CID and SGOD Chiefs, Section/Unit Heads, Education Program Supervisors, Public Schools District Supervisors, Elementary and Secondary School Heads, Teaching and Non-Teaching Personnel, School Health Personnel and All Others Concerned

1. In reference to Division Memorandum No. 148, s. 2020 entitled **Division Algorithm for COVID-19 Protocols at SDO Quezon**, this Office announces the Revised Algorithm for COVID-19 Protocols to strenghten the implementation of safety protocols in the workplace.
2. In addition, all SDO/ District / School personnel shall accomplished the Online Health Declaration Form a day prior of going to SDO Quezon using the online link <https://tinyurl.com/SDO-OHD2021>. Cut –off time will be 8:00 pm.
3. Please see attached Algorithm and approved minimum health and safety protocols in mitigating COVID-19 at SDO Quezon for your reference.
4. Immediate dissemination of this Memorandum is highly desired.

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



shsmtrn/02/23/2021

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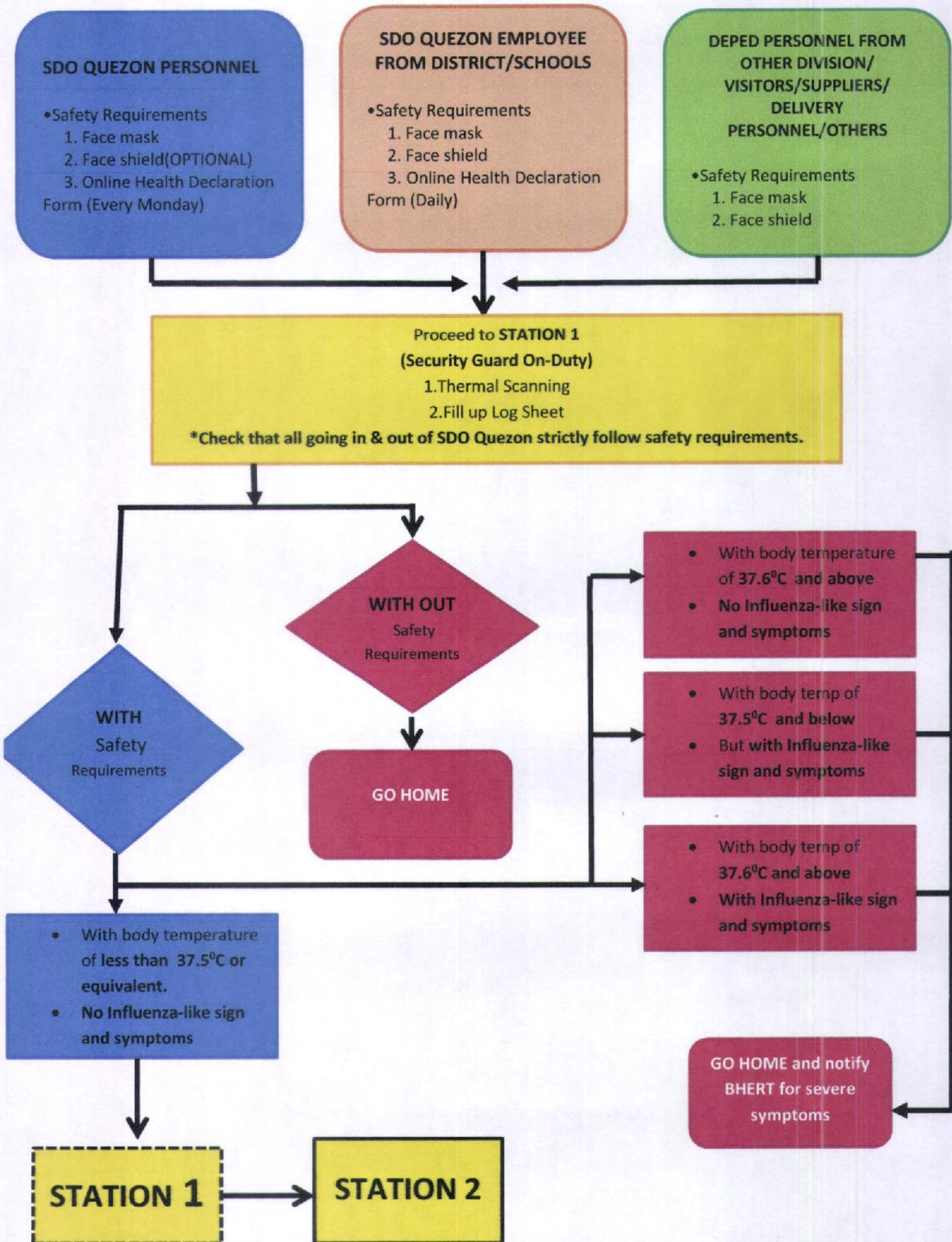
"Creating Possibilities, Inspiring Innovations"

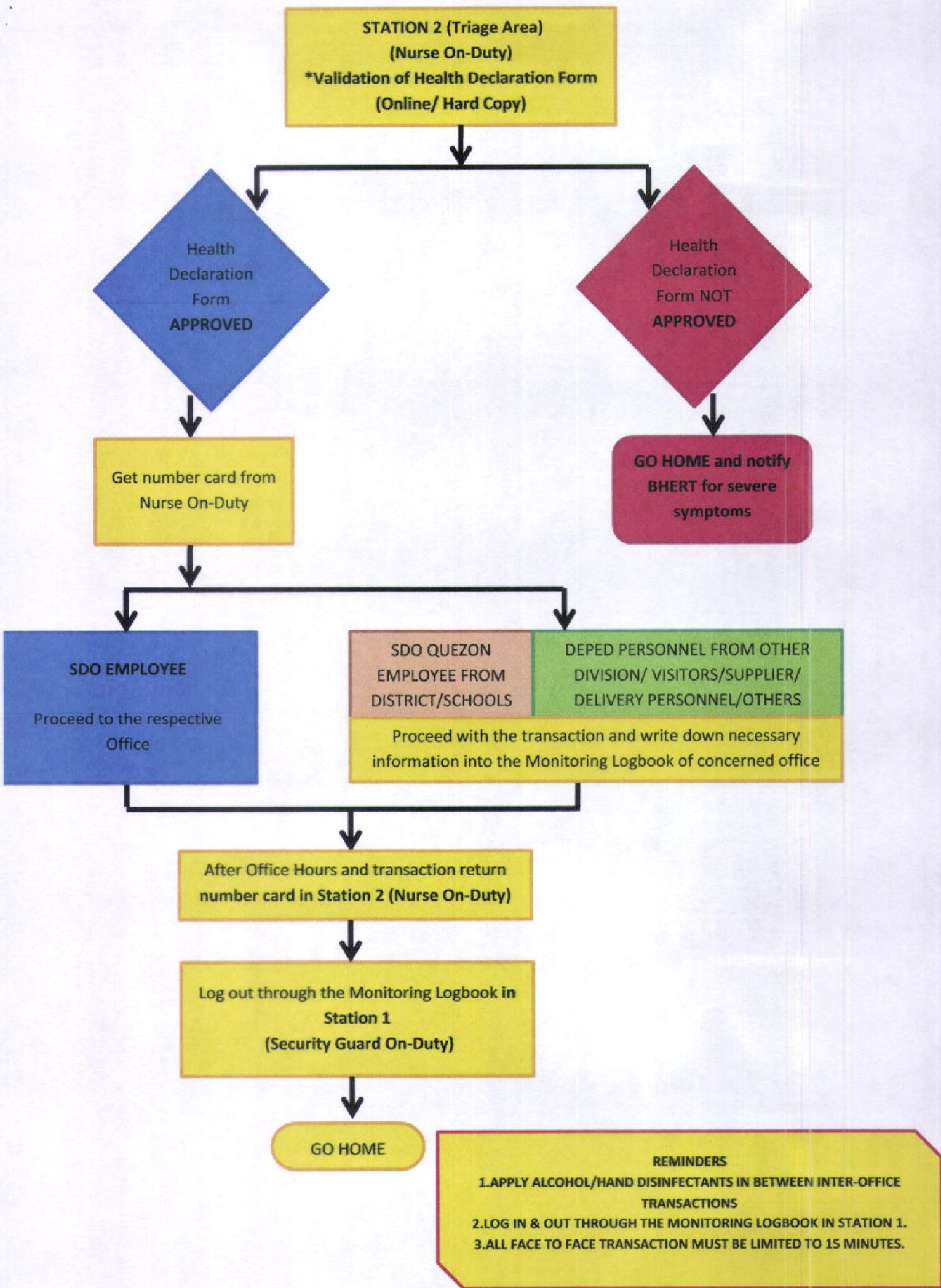


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ALGORITHM FOR COVID-19 PROTOCOLS AT SDO QUEZON







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TERM OF REFERENCE

A. SDO QUEZON EMPLOYEE/ PERSONNEL FROM DISTRICTS

1. Must wear PPE all the time and observe physical distancing.
2. Seek medical attention at the triage area.

B. DEPED PERSONNEL FROM OTHER DIVISIONS/ VISITORS/SUPPLIERS

1. Must wear PPE all the time and observe physical distancing.
2. Only allowed to enter office if they are permitted by section/office head /officer of the day.

C. DELIVERY PERSONNEL

1. Must wear PPE all the time and observe physical distancing.
2. Only allowed to enter office if they are permitted by section/office head /officer of the day.

D. SECURITY GUARD

1. Monitor and check that everyone who goes in and out of SDO QUEZON premises follow the minimum health protocols.
2. Take body temperature of everyone who will enter SDO QUEZON.
3. Make sure that everyone records the time in and out in the monitoring logbook.
4. Facilitate in asking the section head/ officer of the day if visitors will be allowed to enter in their office.

E. SAFETY OFFICER OF EACH OFFICE

1. Monitor and check that everyone follows the minimum health protocols.
2. Facilitate in opening the door of their respective office every hour for at least 5 minutes.
3. Facilitate in cleaning of air purifier heap filter once a month and exposed it to sunlight 3 to 4 hours.
4. Facilitate cleaning of window type Aircon filter once a week.

F. NURSE ON DUTY TRIAGE AREA

1. Validation of health declaration form.
2. Giving number card to those who will be enter SDO Quezon premises.
3. Provide first aid to visitors if needed.

G. MEDICAL OFFICER

1. Provide medical advice and instructions.
2. Decide if he/she will be allowed to enter in SDO Quezon after the screening of the NURSE ON DUTY.
3. Decide if the patient is for transfer to other health facility.

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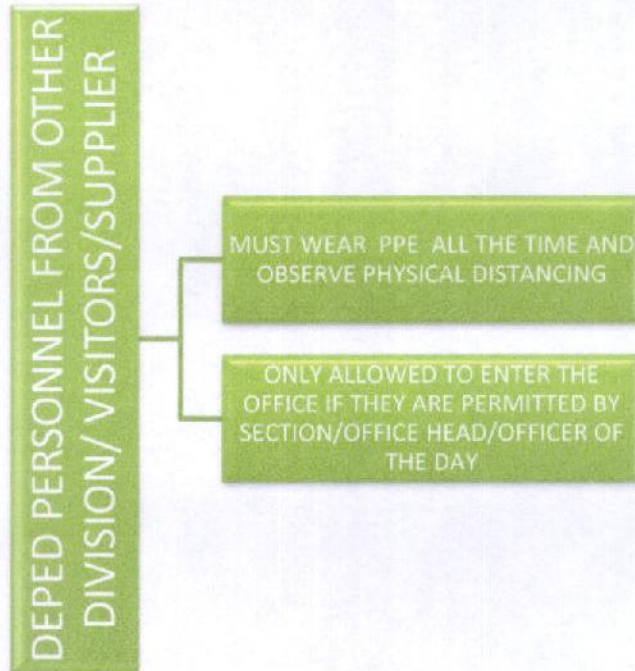
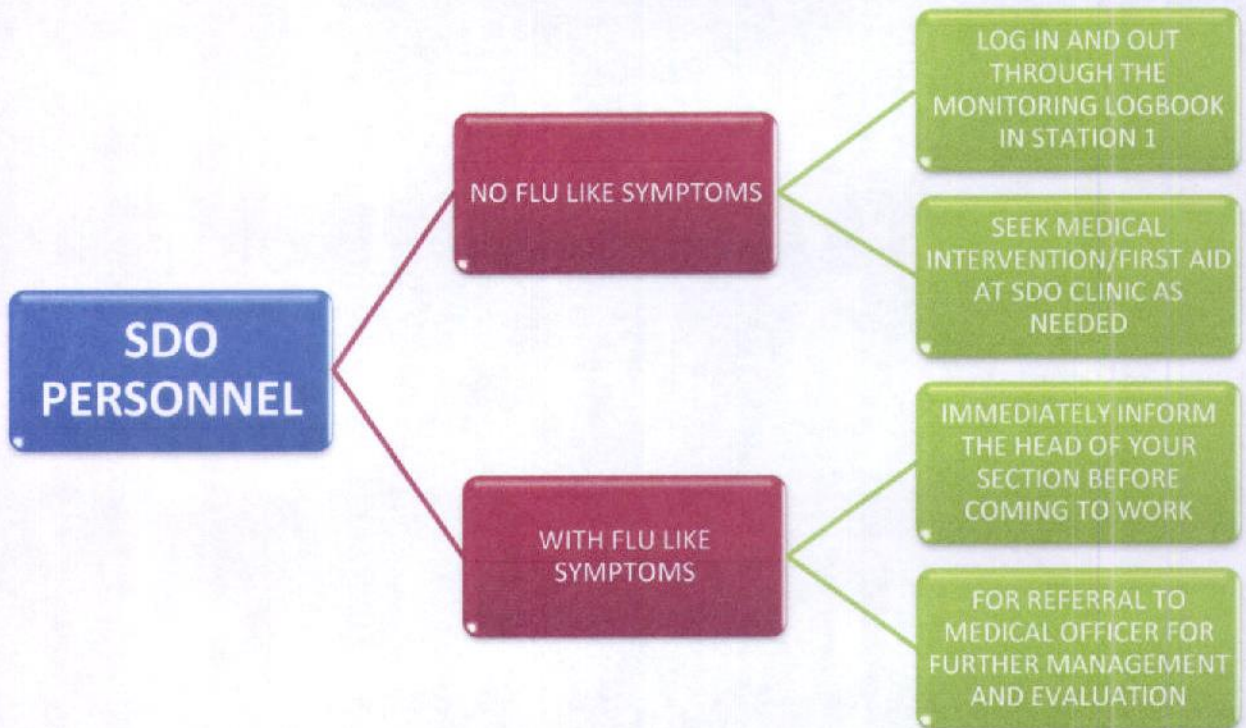


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MINIMUM HEALTH & SAFETY PROTOCOLS IN MITIGATING COVID-19 AT SDO QUEZON



**SDO QUEZON EMPLOYEE
FROM DISTRICT/SCHOOLS**

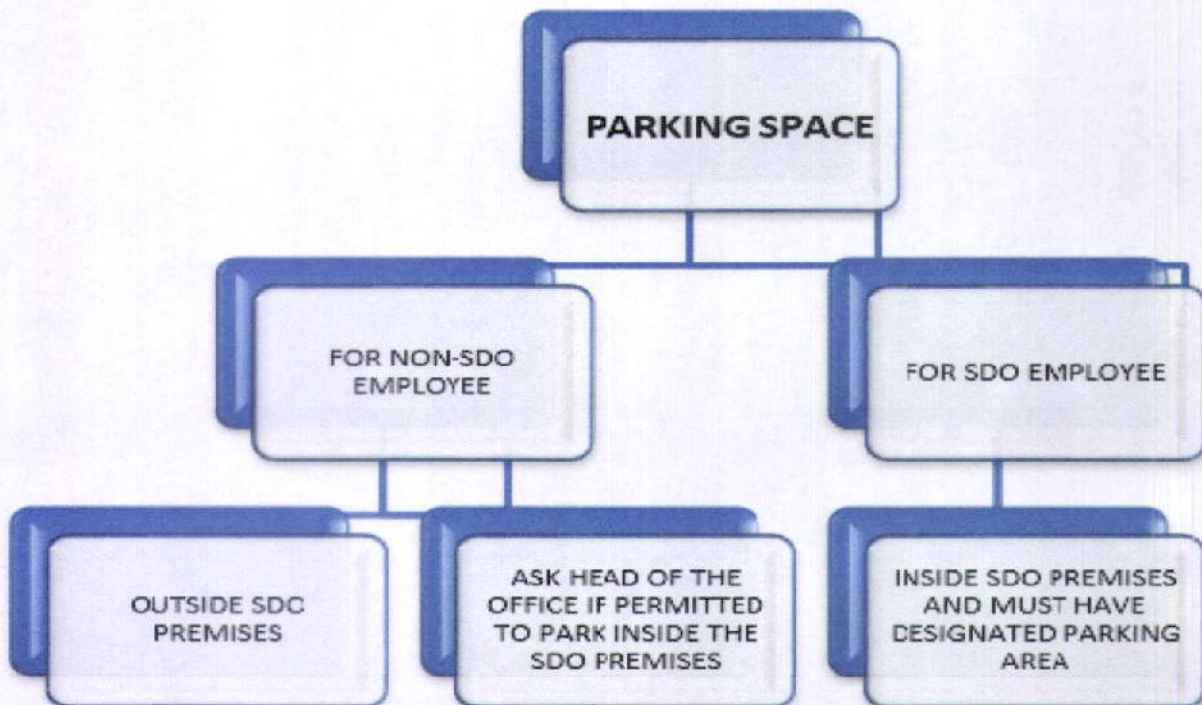
**MUST WEAR PPE ALL THE
TIME AND OBSERVE
PHYSICAL DISTANCING**

**SEEK MEDICAL
INTERVENTION/FIRST AID
ASSISTANCE AT TRIAGE AREA**

DELIVERY PERSONNEL

**ONLY ALLOWED TO ENTER THE
OFFICE IF THEY ARE PERMITTED BY
SECTION/OFFICE HEAD/OFFICER OF
THE DAY**

**MUST WEAR PPE ALL THE TIME AND
OBSERVE PHYSICAL DISTANCING**



SECURITY GUARD

MONITOR AND CHECK THAT EVERYONE WHO GO IN & OUT OF SDO QUEZON PREMISES FOLLOW THE MINIMUM HEALTH PROTOCOLS

TAKE BODY TEMPERATURE OF EVERYONE WHO WILL ENTER SDO QUEZON

MAKE SURE THAT EVERYONE RECORD THE TIME OF IN & OUT IN THE MONITORING LOGBOOK

FACILITATE IN ASKING THE SECTION HEAD/OFFICE HEAD IF SOMEONE WILL BE ALLOWED TO ENTER SDO QUEZON

MEDICAL OFFICER

FOR SDO PERSONNEL WITH FLU LIKE SYMPTOMS (BEFORE REPORTING TO WORK)

PROVIDE MEDICAL ADVISE AND INSTRUCTIONS

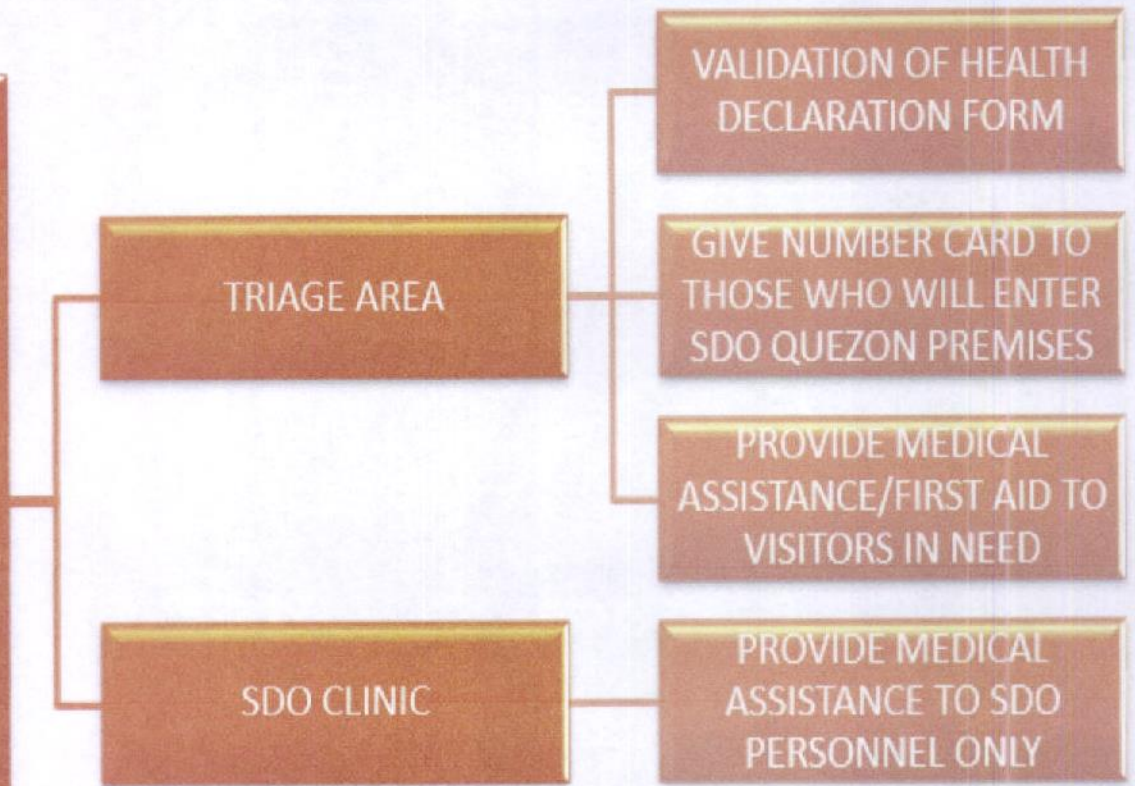
DECIDE IF HE/SHE WILL BE ALLOWED TO ENTER SDO PREMISES

FOR SDO PERSONNEL WHO DEVELOP FLU LIKE SYMPTOMS INSIDE SDO PREMISES

PROVIDE MEDICAL SERVICES AND FURTHER EVALUATION AND/OR MANAGEMENT

DECIDE IF FOR TRANSFER TO A FACILITY

NURSE ON-DUTY



SAFETY OFFICER OF EACH OFFICE

