



DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline # (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
www.depedquezon.com.ph

“Creating Possibilities, Inspiring Innovations”



Registration Number:
QAC/R63/0216

May 13, 2020

DIVISION MEMORANDUM

DM No. 117, s. 2020

SAFETY PROTOCOL AGAINST COVID 19 UNDER THE NEW NORMAL CONDITION IN SDO QUEZON

**To: Assistant Schools Division Superintendents, CID Chief, SGOD Chief, Public Schools
District Supervisors, Public and School Heads, All Other Concerned**

1. This Office has come up with stringent measures for every DepEd personnel to follow upon entering the Division Office premises, in our desire to continuously serve our employees and clients under the New Normal Condition. This shall take effect immediately and shall cease only upon the advice of the inter-Agency Task Force (IATF) as follows;
2. Online transactions are highly encouraged for all our clients. Our functional units/sections will be glad to accommodate your concerns thru the contact numbers and email addresses provided.(see Annex A)
3. Under certain circumstances wherein personal follow-up and face to face transaction is inevitable, clients shall be allowed only 15 minutes to complete their transaction. Excess of said period is considered Close contact which is not allowed under the New Normal situation.
4. NO Mask No entry—All sdo personnel, clients and guests are required to wear protective mask upon entering the Deped Division of quezon premises until the duration of their stay therein.
5. Upon entering the Office premises, everyone will be subjected to thermal scanning and shall step into the foot bath with disinfectant. Clients are required to alight from their vehicles at the entrance gate in compliance to safety measures.
6. Once inside the building, loitering is strictly prohibited.
7. All employees are highly encouraged to bring their “baon” as they are discouraged to go out of the premises except when going home.
8. Physical distancing shall be imposed for one meter apart, including standards in walking along hall ways and stairways.
9. All documents that enter the office premises will be placed in a secured area for 24 hours before these will be acted upon by the Records Section for referral to concerned units. This is a precautionary protocol to avoid the spread of possible disease.
10. Disinfection of frequently touched surfaces and objects such as but not limited to receiving counters, tables, switches, doorknobs, and workstations using 0.5% bleach solution (100 mL Bleach, 900 mL water) shall be done at least once a day.
11. The Admin Officer V/ designated personnel shall conduct daily monitoring on the availability of hand soaps, sanitizers, and other disinfectants in restrooms and in all entrances and facilities, as well as the routine cleaning and replacement of disinfectant solutions in foot baths.
12. For strict compliance.


CATHERINE P. TALAVERA, CESO V
Schools Division Superintendent

ADM/05/13/2020

DEPEDQUEZON-TM-SDS-04-009-002

Email address: quezon@deped.gov.ph
Comments: **Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)**





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ANNEX A

OFFICE	CONTACT NUMBERS	EMAIL ADDRESSES
Division of Quezon	TRUNKLINE (042)784-0321, (042)784-0366, (042)784-0164, (042)784-0391	quezon@deped.gov.ph http://depedquezon.com.ph (website)
Operator	100	
SDS	Local: 101/ SDS: 102	sdo.quezon.sds@deped.gov.ph
ASDS	Local: 105/ ASDS Buddy: 106 ASDS Herbert: 107/ ASDS Gerlie: 108	sdo.quezon.asds@deped.gov.ph
CID	Local: 110/ Chief: 111	sdo.quezon.cid@deped.gov.ph
SGOD	Local: 115/ Chief: 116	sdo.quezon.sgod@deped.gov.ph
Accounting	Local: 120/ Accountant: 121	sdo.quezon.finance@deped.gov.ph
Budget	125	sdo.quezon.budget@deped.gov.ph
Cashier	130	sdo.quezon.cashier@deped.gov.ph
Admin	Local: 135/ Admin Officer : 136	sdo.quezon.adm@deped.gov.ph
Legal	Local: 140/ Legal Officer: 141	sdo.quezon.legal@deped.gov.ph
ICT	145	sdo.quezon.ict@deped.gov.ph
Personnel	Local: 150/ HRMO: 151	sdo.quezon.personnel@deped.gov.ph
Records	155	sdo.quezon.records@deped.gov.ph
Supply	Local: 160/ Supply Officer: 161	sdo.quezon.supply@deped.gov.ph
Planning	165	sdo.quezon.planning@deped.gov.ph
EFS	170	sdo.quezon.efs@deped.gov.ph
LRMDC/ Library Hub	175	sdo.quezon.lrmc@deped.gov.ph sdo.quezon.libraryhub@deped.gov.ph
Health	180	sdo.quezon.shns@deped.gov.ph



DEPED - QUEZON
ICT UNIT

U P L O A D E D

Date/Time: MAY 16, 2020
By: Cristell 3:15 P.M.
Ref. No.: DM 117, s. 2020

