



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

18 November 2020

DIVISION MEMORANDUM

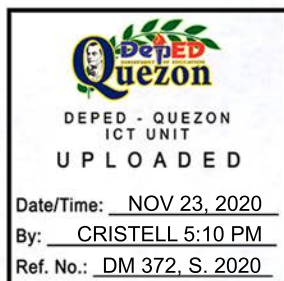
DM No. 372, s. 2020

**UPDATED CLASSIFICATION AND MECHANISM ON THE MONITORING OF SUSPECT,
PROBABLE AND CONFIRMED COVID-19 CASES IN DEPED**

To: OIC- Assistant Schools Division Superintendents, CID and SGOD Chiefs, Education Program Supervisors, Public Schools District Supervisors, Elementary and Secondary School Heads, DRRM and School Health Coordinators, School Health Personnel and All Others Concerned

1. Attached hereto is the DepEd Task Force COVID-19 Memorandum No. 035, s. 2020 entitled **Updated Classification and Mechanism on the Monitoring of Suspect, Probable, and Confirmed COVID-19 Cases in DepEd** for your reference.
2. The updated classification and mechanism were issued for the guidance of all health personnel and other members of the field DRRM Teams involved in DepEd's COVID-19 response.
3. Please see attached **Annex C-Forms of the Official Report on Confirmed Cases and Deaths** for reporting purposes, prepared by the **Division COVID-19 Focal Person** and approved by the **Schools Division Superintendent** to be reported to the Regional and Central Office consistent with the **Data Privacy Act of 2012**.
4. Immediate dissemination of and compliance to this Memorandum is highly desired.

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



shsmtma/11/18/2020

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DepEd Task Force COVID-19
MEMORANDUM No. 035
11 April 2020

For: **Execom and Mancom**
ARDs, SDSes, ASDSes, ESSD and SGOD Chiefs
DRRM and Health & Nutrition Coordinators



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All Others Concerned

Subject: **UPDATED CLASSIFICATION AND MECHANISM ON**
THE MONITORING OF SUSPECT, PROBABLE, AND
CONFIRMED CASES IN DEPED

The **DepEd Task Force COVID-19** issues this updated mechanism on the monitoring of suspect, probable, and confirmed cases in the Department of Education (DepEd), for the guidance of all health personnel and other members of the field DRRM Teams involved in DepEd's COVID-19 response.

Part 1. Updated Classification of Personnel and Learners

DepEd shall adopt the new classifications below relative to the Department's surveillance of COVID-19 cases, based on the latest guidelines of the Department of Health (DOH) stipulated in its **Administrative Order 2020-0013** with subject Revised Administrative Order No. 2020-012 or "Guidelines for the Inclusion of the Coronavirus Disease 2019 (COVID-19) in the List of Notifiable Diseases for Mandatory Reporting to the Department of Health," dated March 17, 2020.

Old Classification	New DOH Classification *	DepEd Classification
Neither a Person Under Monitoring (PUM) or a Patient Under Investigation (PUI)	Not a COVID-19 Case	
PUM	Not included in the new classification **	



Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers' Camp (BTC), Central Security & Safety Office (CSSO)]

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None	Not included in the new classification	CLOSE CONTACT
PUI (mild, severe, critical) <i>not tested or waiting to be tested</i>	SUSPECT *	SUSPECT *
PUI (mild, severe, critical) <i>with inconclusive test result</i>	PROBABLE *	PROBABLE *
COVID-19 Positive	CONFIRMED *	CONFIRMED *

*Department of Health, AO 2020-0013, dated 09 April 2020

**Because of evidence of local or community transmission in the country, its residents are assumed to have been exposed to the infection

Below are the case definitions lifted from the said DOH Administrative Order:

1. **Suspect Case** - is a person who is presenting any of the conditions below.
 - a. All Severe Acute Respiratory Infection (SARI) Cases where No other etiology fully explains the clinical presentation.
 - b. Influenza like illness (ILI) cases with any of the following:
 - i. With no other etiology that fully explains the clinical presentation and a history of travel to or residence in an area that reported local transmission of COVID-19 disease during the 14-days prior symptom onset
 - ii. With contact to a confirmed or probable case of COVID-19 in the two days prior to onset of illness of the probable/confirmed COVID-19 case until the time the probable/confirmed COVID-19 case became negative on repeat testing.
 - c. Individuals with fever or cough or shortness of breath or other respiratory signs or symptoms fulfilling any one of the following:
 - i. Aged 60 years and above
 - ii. With a co-morbidity
 - iii. Assessed as having a high-risk pregnancy
 - iv. Health worker
2. **Probable case** - fulfills any one of the following listed below:
 - a. Suspect case whom testing for COVID-19 is inconclusive
 - b. Suspect who tested positive for COVID-19 but whose test was not conducted in a national or subnational reference laboratory or officially accredited laboratory for COVID-19 confirmatory testing



3. **Confirmed case** - any individual, irrespective of presence or absence of clinical signs and symptoms, who was laboratory confirmed for COVID-19 in a test conducted at the national reference laboratory, a subnational reference laboratory, and/or DOH certified laboratory testing facility.

For the purposes of **internal reporting** in DepEd, personnel and learners who are **close contacts** of confirmed cases shall also continue to be monitored, even without symptoms. A **close contact of a confirmed case** shall be defined¹ a **person who is asymptomatic** but who has experienced any one of the following **exposures** during the 2 days before and the 14 days after the onset of symptoms of a confirmed case:

1. Face-to-face contact with a confirmed case within 1 meter and for more than 15 minutes;
2. Direct physical contact with a confirmed case; or
3. Direct care for a patient with confirmed COVID-19 disease without using proper personal protective equipment.

In summary, the following shall be the classification of personnel and learners to be adopted by DepEd:

1. Close contact (not a DOH classification, DepEd internal reporting only)
2. Suspect case (DOH classification)
3. Probable case (DOH classification)
4. Confirmed case (DOH classification)

Part 2. Status of Classified Personnel and Learners

To guide DepEd in providing appropriate assistance and/or support to concerned personnel and learners, the **current location** as well as the **current/daily status** of close contacts, and suspect, probable, and confirmed cases shall also be monitored, guided by the following **internal** guide:

Status	Description
STABLE	Regardless of classification, the personnel/learner is either <i>not showing symptoms or the symptoms are manageable</i>
CRITICAL	Regardless of classification, the personnel/learner is <i>in a critical condition and under intensive/critical care</i>
TESTED NEGATIVE	The personnel/learner's (repeat/latest) <i>test result is negative</i>
EXPIRED	Regardless of classification, the personnel/learner

¹ Based on the WHO guidelines



died or is deceased

Part 3. Updated Mechanism for the Monitoring and Reporting

Following are the information that need to be reported to the Central Office and the corresponding process:

Data/Information	Process
Number of Close Contacts (DepEd classification for internal purposes only/not DOH classification), and suspect, probable, and confirmed cases	<ol style="list-style-type: none">1. The designated Schools Division Office (SDO) focal person shall secure the data from the concerned offices at the SDO and schools, and/or their local government unit (LGU) counterparts, based on data from local health units.2. The designated regional focal person (Health Personnel) shall consolidate the data from the concerned units at the Regional Office and SDOs.3. The designated regional focal person shall update their respective portions of the Google Sheet accessible through bit.ly/COVIDDepEdSummary.4. The regional focal person shall also email the editable Excel file "<i>COVID Reporting v4.xlsx</i>" (Annex A) to medical.nursing@deped.gov.ph or coordinate through call or SMS (09158202567) until 5 pm daily.5. Assigned monitors at the BLSS-School Health Division, Central Office (Annex B) shall ensure and validate the submission of the regional offices assigned to them.6. The number of close contacts, and suspect, probable, and confirmed cases shall be collated and included by the DepEd Task Force COVID-19, through the DRRMS and BLSS-SHD, in the DepEd Task Force COVID-19 in the daily situational report.
Relevant information/details about the confirmed case, and relevant information/details on deaths of suspect and	<ol style="list-style-type: none">1. The details of the confirmed cases and deaths of suspect and probable cases shall be contained in an official, confidential report signed by the Regional Director (for



probable cases	<p>cases in the RO), or the Schools Division Superintendent (for cases in schools and the SDO), following the attached format (Annex C).</p> <ol style="list-style-type: none"> 2. To complement the official submission, the concerned regional or division focal person shall update the "Confirmed Cases" Tab and "Record of Deaths" Tab on Google Sheet (bit.ly/COVIDDepEdSummary). 3. The DepEd Task Force COVID-19, through the BLSS-SHD, shall reflect selected details on deaths of probable and suspect cases in the internal situational report, and the details of the confirmed cases in a separate confidential document for regular updating.
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Part 4. Coordination with LGUs

For regional or schools division focal persons who may experience difficulty in accessing data/information from their respective LGUs, the attached letter template (Annex D) may be used to effectively communicate to their respective LGUs (Provincial Health Offices/Municipal Health Offices/City Health Offices) the rationale and the legal basis for the data sharing in health emergencies.

Part 5. Weekly Situational Report

Health personnel are enjoined to continue submitting the Weekly Situational Report, on or before 12 noon every Friday, per DepEd Memorandum No. 015, s. 2020, using the attached **updated format**, which incorporates the data requirements for the close monitoring of infectious diseases per OUA Memorandum No. 08-0220-0627 (Annex E).

Part 6. Annexes

For proper guidance, the following are the annexes to this memorandum:

- Annex A-** COVID-19 Reporting v4.xlsx (emailed to Regional Focal Persons)
- Annex B-** List of BLSS-SHD Monitors per Region
- Annex C-** Format of the Official Report on Confirmed Cases and Deaths
- Annex D-** Letter Template for LGUs
- Annex E-** Weekly Situation Report (Updated Format)
- Annex F-** DOH AO 2020-0013





Part 7. Amendments of Previous Memoranda

This memorandum officially updates the following memoranda previously issued by the Task Force:

- **DFTC Memo No. 003** - Measures for Close Contacts of Confirmed Cases of COVID-19, PUMs, and PUIs
- **DFTC Memo No. 021** - PUI and PUM Monitoring for ROs and SDOs
- **DFTC Memo No. 032** - Mechanism for the Reporting of PUMs, PUIs, and Confirmed Cases in DepEd

For wide dissemination and compliance.


ALAIN DEL B. PASCUA
Undersecretary
Chairperson, DepEd Task Force COVID-19



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Annex C- Format of the Official Report on Confirmed Cases and Deaths

OFFICIAL REPORT ON CONFIRMED CASE

Date of Reporting	
Complete Name	
CURRENT STATUS (Stable, Critical, Negative on Repeat Test, Deceased)	
Date of Death (If deceased)	
CURRENT LOCATION (Home, Hospital, Quarantine Facility)	
School/ SDO/ RO	
Designation	
Age	
Sex	
Place of Residence	
Detailed Travel History or Itinerary for the Past 14 days Since Onset of Symptoms	
Possible Exposure to Confirmed Case (if known)	
Types and Dates of Onset of Symptoms (Enumerate all symptoms and respective dates when symptoms started to manifest/ Chronological)	
Dates and Places of Consultation (Chronological)	
Dates and Places of Admission (Chronological)	
Date of Laboratory Test for COVID-19	
Date of Release of Result	
Result of Test	
Date(s) and Result(s) of Succeeding Tests (if available at time of reporting)	
Other updates (e.g., coordination with LGU for contact tracing, other actions taken)	
Name and contact information of patient or family member	

Prepared by:

Health Personnel

Approved by:

SDS/RD

OFFICIAL REPORT ON THE DEATH OF A SUSPECT OR PROBABLE CASE

Date of Reporting	
Complete Name	
Date of Death	
Classification (Suspect/ Probable)	
School/ SDO/ RO	
Designation	
Age	
Sex	
Place of Residence	
Detailed Travel History or Itinerary for the Past 14 days Since Onset of Symptoms	
Possible Exposure to Confirmed Case (if known)	
Types and Dates of Onset of Symptoms (Enumerate all symptoms and respective dates when symptoms started to manifest/ Chronological)	
Dates and Places of Consultation (Chronological)	
Dates and Places of Admission (Chronological)	
Date of Laboratory Test for COVID-19	
Date of Release of Result	
Result of Test	
Date(s) and Result(s) of Succeeding Tests (if available at time of reporting)	
Other updates (e.g., coordination with LGU for contact tracing, other actions taken)	
Name and contact information of patient or family member	

Prepared by:

Health Personnel

Approved by:

SDS/RD