



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

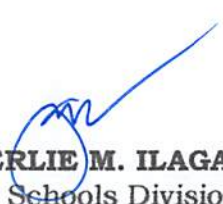
18 FEB 2022

DIVISION MEMORANDUM  
No. 106 s. 2022

**TESTING REQUIREMENT, HEALTH STANDARDS, AND WORKING  
ARRANGEMENTS UNDER ALERT LEVEL 2**

To: OIC-Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. For the information of all concerned, please refer to the attached **DepEd Task Force COVID-19 MEMORANDUM No. 607**.
2. Strict compliance and widest dissemination of this memorandum is desired.

  
**GERLIE M. ILAGAN, CESO VI**  
Assistant Schools Division Superintendent  
Officer -in-Charge  
Office of the Schools Division Superintendent



Brgy. PotoI, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph

<https://depedtayabas.com/>



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**DepEd Task Force COVID-19**  
**MEMORANDUM No.607**  
4 February 2022

For: **Leonor Magtolis Briones**  
Secretary

Subject: **TESTING REQUIREMENT, HEALTH STANDARDS,  
AND WORKING ARRANGEMENTS UNDER ALERT LEVEL NO. 2**

With the National Capital Region placed under Alert Level No. 2, and consistent with the correspondence from the Office of the President dated January 25, 2022<sup>1</sup> (**Annex A**), the DepEd Task Force COVID-19 (DTFC) recommends to the Secretary the hereunder health and safety measures and office work arrangements for the guidance and compliance of all the personnel in the Central Office (CO):

Regional Directors are cc'd in this memorandum to provide them a reference on similar measures that they can implement in their respective jurisdictions to ensure the safety of their personnel and prevent the further spread of the virus.

1. **Antigen Testing and Health Screening** - Beginning 01 February 2022, antigen testing at the CO shall **generally follow the existing guidelines of the Department of Health (DOH)**; i.e., only for symptomatic individuals.<sup>2</sup> This effectively **lifts the mandatory antigen testing for all personnel reporting onsite administered for free by the CO Medical Clinic** as recommended by the DTFC and approved by the Secretary through DTFC Memorandum No. 588<sup>3</sup>.

- a. Personnel who are **not fully vaccinated and have no valid reason**, as enumerated below, and who will be required to report onsite are **required to present a negative COVID-19 test result at their own expense**, in compliance with the Pasig City Ordinance No. 01, s. 2022 (**Annex B**).

<sup>1</sup> The Office of the President has approved DepEd CO to implement at least 50% on-site workforce on 26-31 January 2022. The OP has instructed DepEd to, after the said period, already comply with the minimum on-site workforce under the Alert Level System Guidelines, unless otherwise warranted by the COVID-19 situation.

<sup>2</sup> DOH Department Memorandum No. 2022-0013

<sup>3</sup> Mandatory Testing of Personnel On-Site Starting 05 January 2022 and Reiteration of the Required Health Standards, Including Conditions When Not to Report On-Site: DTFC Memorandum No. 355 provides that the antigen testing would be "an extra precautionary measure internal to DepEd while cases continue to increase in Metro Manila [that] shall remain a requirement until otherwise stopped by a new DTFC issuance, expected to be issued mid-February or earlier...."

**Office of the Undersecretary for Administration (OUA)**

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

Department of Education, Central Office, Meralco Avenue, Pasig City  
Rm 519, Mabini Bldg.; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 8637620  
Email: [usec.admin@deped.gov.ph](mailto:usec.admin@deped.gov.ph); Facebook/Twitter @depedtayo



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- i. In the event that an RT-PCR test and/or result is not immediately available, a rapid antigen test may be utilized. Only tests availed through authorized channels will be considered upon validation by the CO Medical Clinic.
  - ii. Consistent with the **Pasig City Ordinance No. 01, s. 2022**, unvaccinated personnel who fall under any of the following categories shall not be required to undergo a COVID-19 test at their own expense. However, they shall still be required to undergo a rapid antigen test, **not at their own expense**, but administered by the CO Medical Clinic for free, provided that they are able to provide the required proof, for validation by the CO Medical Clinic.
    - (1) Personnel **whose doctor recommends that they not be vaccinated** (must present a medical certificate)
    - (2) Personnel who is **a member of a religious sector that does not allow any vaccination** (must present a certificate of membership)
    - (3) Personnel who are **partially vaccinated and are waiting for their second dose** (must present vaccination card through which the schedule of second dose shall be determined; the schedule of the vaccination for second dose shall have not passed its due date)
  - iii. It is reiterated that this vaccination/negative COVID-19 test result requirement for onsite personnel, as well the exemptions enumerated above, is being implemented at the CO mainly in compliance with the **Pasig City Ordinance No. 01, s. 2022** which covers workplaces located in Pasig City, and not necessarily because of IATF Resolution Nos. 148-B and 149.<sup>4</sup>
- b. For the **rest of the fully vaccinated population**, except for the exceptions enumerated in the next item, having proof that they have been fully vaccinated (e.g., vaccination cards) shall be enough basis to allow them to enter CO premises for onsite work.
- i. The Bureau of Human Resource and Organizational Development-Employee Welfare Division (BHROD-EWD) is requested to regularly provide the Central Security and Safety Office (CSSO) of the list of vaccinated personnel as a reference as to who shall be allowed entry to CO premises.

<sup>4</sup> As clarified in DTFC Memorandum Nos. 588, 586, and 575, the IATF vaccination/negative COVID-19 test result requirement, pursuant to IATF Resolution Nos. 148-B and 149, is *technically not yet implementable* as the it applies only to "areas where there are sufficient supplies of COVID-19 vaccines as determined by the National Vaccines Operation Center (NVOC)" (italics added). Per the DTFC's coordination with NVOC, there is currently no mechanism yet to determine whether an area has sufficient supplies of the vaccines. However, as the Pasig City has already passed an ordinance imposing such requirement for workplaces under its jurisdiction, the CO is obliged to implement the same.



- ii. They are expected to report immediately to the CO Clinic Medical Doctor, and their respective Barangay Health Emergency Response Team (BHERT) and their attending physician, if applicable, for the necessary next steps of action, in case they develop COVID-19 symptoms<sup>5</sup> or are tagged as close contacts.
- c. As an exemption, and an extra-precautionary measure internal to DepEd, the following **fully vaccinated personnel, who are at relatively higher risk of exposure**, shall still undergo antigen testing to be administered by the CO Medical Clinic for free:
  - i. CO Medical Clinic staff, drivers, security guards, and utility, skilled, ground maintenance staff, and core staff of ExeCom officials, who are fully vaccinated, shall be tested by the CO Medical Clinic, for free, every fourteen (14) days. Said personnel shall be subject to another test once the validity of their result expires.
  - ii. Antigen testing shall also be administered by the CO Medical Clinic for free to personnel who will be on official travel, before they travel and upon their return.
  - iii. The result shall be automatically considered invalid when the personnel develop COVID-19 symptoms or are tagged as close contacts.
- d. COVID-19 test results shall be valid for fourteen days from the date of specimen collection unless the personnel develop COVID-19 symptoms or are tagged as close contacts. When either of this happens, they shall stop reporting onsite, but report immediately to the CO Clinic Medical Doctor, and their respective BHERT and their attending physician, if applicable, for the necessary next steps of action.
- e. Personnel who test positive shall follow the instructions of the CO Medical Clinic for proper management and monitoring. Existing protocols, including case management, coordination with LGUs, and provision of psychosocial first aid, shall be observed.
- f. Consequently, a negative COVID-19 test result shall be expected of guests who will need to enter CO premises but are not fully vaccinated. Fully vaccinated guests may be allowed entry upon presentation of proof of vaccination and provided that they have declared their health status and they have no COVID-19 symptoms.
- g. All personnel and guests shall be subjected to a temperature check prior to being allowed entry into the CO premises, or the designated

<sup>5</sup> COVID-19 symptoms include fever (37.5°C or higher), cough, general weakness, fatigue/tiredness, headache, muscle/joint/body pains, sore throat, colds/runny nose, difficulty of breathing (requires immediate medical attention), loss of appetite, nausea, vomiting, diarrhea, loss of smell, loss of taste, rashes (DOH DM 2020-0512); DOH guidelines define fever as 37.5°C or higher, but as an extra precautionary measure for DepEd, per the recommendation of the CO Medical Clinic, personnel and guests detected to have a temperature above 37°C shall not be allowed entry but report to the CO Clinic Medical doctor for further evaluation and management



vehicle for those availing of transportation service (for personnel), both when CO-bound and when homeward bound. Only those with temperature 37°C or below shall be allowed entry. Those whose temperature is above 37°C, when CO-bound, shall be advised to return home, and when homeward bound, shall be advised to stay at the waiting area, and report to the CO Clinic Medical Doctor immediately.<sup>6</sup>

2. **Onsite work capacity and working arrangements** - The CO shall remain to be fully operational and shall adhere to **at least 80% onsite workforce**, in compliance with the latest *Guidelines on the Implementation of Alert Levels System for Covid-19 Response*<sup>7</sup>. Those assigned to work off-site shall be subject to alternative work arrangements.
  - a. This shall be **understood as 80% of the total workforce**, including senior citizens, those with comorbidities, and other personnel belonging to the vulnerable sector or Most-At-Risk Population (MARP) who were previously exempted from reporting onsite, per Office Order No. 14, s. 2021. However, personnel who do not belong the vulnerable sector or MARP and are fully vaccinated must be considered first when determining the onsite workforce.
  - b. As the CO is allowed to place up to 20% of its workforce under work-from-home arrangement, personnel who are not yet fully vaccinated may be placed under such arrangement, while they shall continue to be strongly encouraged to be fully vaccinated, especially in anticipation that NCR may soon be placed under Alert Level 1, where full onsite capacity will already be required for all government agencies and instrumentalities.
  - c. Attached is the rest of the guidance on the working arrangements at the CO under Alert Level 2 (**Annex C**) for further details.
3. **Required Health Standards** - Scientific studies and available data show that while vaccination prevents individuals from experiencing serious symptoms, even fully vaccinated persons can still be infected by COVID-19. A negative antigen test result is also not a guarantee that a person is not really infected by COVID-19 or will not eventually be infected by COVID-19 after getting tested. As such, all personnel, regardless of their antigen test result or vaccination status, are strongly urged to **still strictly observe the required health standards at all times (Annex D)**. Similar applicable health standards are expected to be observed by personnel when in transit or on travel.
4. **Vaccination Reminders** - All personnel are strongly encouraged to get fully vaccinated or get their booster shots when already eligible. Vaccines approved by the FDA are safe and effective, and they protect against severe COVID-19 and death from COVID-19.

<sup>6</sup> DOH guidelines define fever as 37.5°C or higher, but as an extra precautionary measure for DepEd, per the recommendation of the CO Medical Clinic, personnel and guests detected to have a temperature above 37°C shall not be allowed entry but report to the CO Clinic Medical doctor for further evaluation and management.

<sup>7</sup> As of 14 December 2021, accessible at <https://nilidoh.gov.ph/> page 22

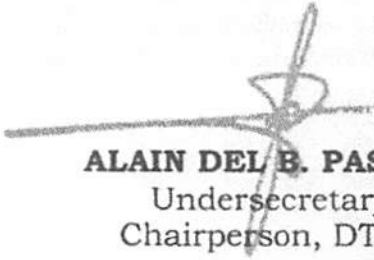


5. All personnel are enjoined to access the DOH Kira ChatBot for relevant, up-to-date, and accurate information on COVID-19 management and vaccination: <https://m.me/OfficialDOHgov> .

For medical and other health-related concerns discussed above, **Dr. Rainerio Reyes**, CO Clinic Medical Doctor, may be contacted through 0939-912-9668 or email at [rainerio.reyes@deped.gov.ph](mailto:rainerio.reyes@deped.gov.ph) .

For queries regarding this memorandum, please contact the **DTFC Secretariat, BLSS-SHD**, through (02) 8632-9935 or email at [medical.nursing@deped.gov.ph](mailto:medical.nursing@deped.gov.ph) .

For the Secretary's consideration and approval, and for the proper guidance of all concerned.

  
**ALAIN DEL B. PASCUA**  
Undersecretary  
Chairperson, DTFC



cc: **Wilfredo E. Cabral**  
OIC Undersecretary for Human Resource and Organizational Development  
**Regional Directors**