



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

11 DEC 2020

DIVISION MEMORANDUM

No. 349 s. 2020

**ORIENTATION ON CONTACT TRACING, REFERRAL AND MANAGEMENT OF  
 COVID-19 CASES IN DEPED TAYABAS CITY**

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

1. Relative to Regional Memorandum No. 471, s. 2020, the Department of Education CALABARZON IV-A has been monitoring the COVID-19 Cases of teaching, non-teaching and learners in the Region since March 2020, and a rapid rise of cases has been noted since the lifting of ECQ in July 2020 and even there is no face-to-face classes, nearly 49% of 483 confirmed cases are learners. As part of Covid-19 intervention and to further empower the Division on the pursuit of learning continuity during the time of emergency, the SDO Tayabas through the SGOD Medical and DRRM Team will conduct an **Orientation on Contact Tracing, Referral and Proper Management of Covid-19 Cases in DepEd Tayabas City on December 18, 2020 from 8:30 to 12 noon (1<sup>st</sup> batch) and 1:00 to 4:30 pm (2<sup>nd</sup> batch).**
2. The said event will be conducted simultaneous via face to face and virtual. This orientation aims to:
  - a. Orient the participants on Contact Tracing, Referral and Management of Covid-19 Protocols.
  - b. Discuss Data Privacy Act and handling data confidentiality.
  - c. Discuss strategies on how to facilitate data sharing at the LGU level.
  - d. Provide avenue for clarifications.
3. Participants are **SDO Personnel, School Heads, School Health and Nutrition Coordinators and SDRRM Coordinators**. SDO Personnel are expected to attend physically on December 18, 2020 at GSU Building while the School Heads, School Health and Nutrition Coordinators and SDRRM Coordinators are expected to attend via online (*link will be sent to respective group chats a day before the event*).
4. Attached are *Enclosure 1- Technical Working Group Committee, Enclosure 2- Program Matrix and Enclosure 3 – List of Participants per batch*.
5. The Covid-19 related policies set by the Office of the President and by the IATF, the Minimum Public Health Standards set by the Department of Health and DepEd Required Health Standards and other Covid-19 related issuances shall be strictly observed during the conduct of this activity.



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6. Widest dissemination of this memorandum is desired.

**ANIANO M. OGAYON, CESO V**  
Schools Division Superintendent



**MAYLANI L. GALICIA**  
Education Program Supervisor  
Officer-In-Charge, Office of the ASDS



Enclosure 1 – Technical Working Group

**ORIENTATION ON CONTACT TRACING, REFERRAL AND MANAGEMENT OF  
COVID-19 CASES FOR DEPED TAYABAS CITY**

December 18, 2020

1<sup>st</sup> Batch – 8:30am to 12nn

2<sup>nd</sup> Batch – 1:00pm to 4:30pm

Over all Chairperson: Aniano M. Ogayon, CESO V  
Co- chairperson: Maylani L. Galicia  
Dr. Edwin R. Rodriguez

Committee	Person/s In-charge	Terms of Reference
Program Preparation	Connie S. Sia Nicole May R. Lagar	<ul style="list-style-type: none"> <li>➤ Plans the conduct of the program</li> <li>➤ Identify the facilitators and TWG of the activity</li> <li>➤ Prepares Activity Design</li> </ul>
Facilitators/ Resource Speakers	Sherwin Quesea Maria Corazon Borbon Alelie Padillo	<ul style="list-style-type: none"> <li>➤ Facilitates the Orientation/ Lead the discussion of the topics</li> </ul>
Logistics	Fideliza V. Lucas	<ul style="list-style-type: none"> <li>➤ Prepares and validates the completion of registration forms, attendance sheets with printed information of the participants thereon.</li> <li>➤ Prepares the venue and other logistics necessary for the activity implementation.</li> </ul>
Documentation	Jedd Aguilar Marife Lagar	<ul style="list-style-type: none"> <li>➤ Documents the activity (<i>virtual and face-to-face</i>) from the opening until the closing program.</li> <li>➤ Prepares and submits complete report including photo taken (Narrative Report)</li> </ul>
QAME	Maria Corazon Borbon	<ul style="list-style-type: none"> <li>➤ Oversees the cleanliness, sanitation and safety in the venue</li> <li>➤ Conducts on-site inspection of the venue</li> <li>➤ Conducts M&amp;E and gather feedback</li> </ul>
Support Staff	Kevin P. Ramiro Reivson G. Ocumen Jerome A. Javin Frenalyn B. Tabernilla Jayron J. Baer	<ul style="list-style-type: none"> <li>➤ Prepares and take charge in playing audio-visual presentations and material to be used during the activity.</li> <li>➤ Prepares the platform for the virtual orientation</li> <li>➤ Prepares certificate/ e-certificate</li> <li>➤ Monitors and checks the attendance of the participants.</li> </ul>
Master of the Program	Luzviminda E. Saludaes	<ul style="list-style-type: none"> <li>➤ Coordinates with Program Committee and take charge in managing the time during program execution.</li> </ul>



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Enclosure 2 – Program Matrix

TIME	ACTIVITY/ TOPIC	FACILITATOR
<b>Opening Program</b>		
8:30 to 9:00 am (Morning Session) 1:00 to 1:30 pm (Afternoon Session)	Prayer	AVP
	Roll Call of Participants	<b>Fideliza F. Luces</b> HRD SEPS
	Welcome Remarks	<b>Maylani L. Galicia</b> OIC- ASDS
	Inspirational Message	<b>Aniano M. Ogayon,</b> <b>CESO V</b> SDS
	Rationale and Objectives	<b>Connie S. Sia</b> Medical Officer III
9:00 to 9:45 am (Morning Session) 1:30 2:15 pm (Afternoon Session)	Minimum Health Standards in School/ Workplace	<b>Sherwin Quesea</b> Education Program Supervisor
9:45 to 10:30 am (Morning Session) 2:15 to 3:00 pm (Afternoon Session)	Referral of Covid-19 cases in the Municipal/ City Health Offices from DepEd Staff	<b>Alelie A. Padillo</b> Nurse II
10:30 to 10:50 am (Morning Session) 3:00 to 3:20 pm (Afternoon Session)	HEALTH BREAK	
11:35 to 11:45 am (Morning Session) 4:05 to 4:15 pm (Afternoon Session)	Contact Tracing in the Midst of the Pandemic	<b>Maria Corazon A. Borbon</b> SEPS- M&E
11:35 to 11:45 am (Morning Session) 4:05 to 4:15 pm (Afternoon Session)	Open Forum	
11:45 to 12:00 nn (Morning Session) 4:15 to 4:30 pm (Afternoon Session)	Closing Remarks	<b>Dr. Edwin R. Rodriguez</b> SGOD-Chief



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*Enclosure 3 – List of Participants***SDO Personnel (1<sup>st</sup> batch)**

December 18, 2020 at GSU Building  
8:30 am to 12 nn

NAME	DESIGNATION	SEX
Ogayon, Aniano M.	Schools Division Superintendent	M
Galicia, Maylani L.	OIC-Assist. Schools Division Superintendent	F
Aureada, Joseph Jay U.	Education Program Supervisor	M
Bables, Christian J.	Education Program Supervisor	M
Buera, Jeanette M.	Admin Assistant III	F
Brizuela, Joan Kathleen T.	Education Program Specialist II	F
Cabriga, Kendrick C.	Info Tech Officer I	M
Calatrava, Sancho S.	Education Program Supervisor	M
Chavez, Jerome A.	Education Program Supervisor	M
Contreras, Mariles F.	Nurse II	F
Eclavea, Edna E.	Librarian II	F
Escobar, Jaypee A.	Senior Technical Assistant I	M
Escobinas, Ermelo A.	Project Development Officer II	M
Fulledo, Louie L.	Education Program Supervisor	M
Gabarda, Conrad C.	Administrative Office V	M
Galleno, Mildred Z.	Education Program Supervisor	F
Luzadas, Agnes M.	Accountant III	F
Millares, Benjamin A.	AO-V/ Budget Officer III	M
Oabel, Josefina R.	AO-IV/ HRMO	F
Ocumin, Teofila A.	Education Program Specialist II	F
Quintero, Luzviminda Cynthia Richelle F.	Education Program Supervisor	F
Raymundo, Imelda C.	Chief - CID	F
Rodriguez, Edwin R.	Chief - SGOD	M
Salazar, Beatrice B.	ADA VI	F
Talabong, Georgia P.	Education Program Supervisor	F
Tan, Dianah G.	AO-IV/ Cashier III	F
Zafranco, Ferex O.	Administrative Officer II	F
Zagala, Franchesca Wynori Jane	Administrative Aide VI	F
Zubieta, Generosa F.	Education Program Supervisor	F

**SDO Personnel (2<sup>nd</sup> Batch)**

December 18, 2020 at GSU Building  
1:00 pm to 4:30 pm

NAME	DESIGNATION	SEX
Bulandos, Frederick M.	Admin Aide VI	M
Cabalsa, Pazzyla Lydda A.	ADA VI	F
Cabriga, Cleotilde L.	Admin Assistant III	F
Cabuyao, Dexter C.	Administrative Aide IV	M
Cuaterno, Marilou C.	Administrative Assistant III	F
Custodio, Alex Tubale	Utility Worker I	M
Dazo, Kathleen J.	Administrative Assistant III	F
Domirez, Juanito D.	Administrative Assistant III	M



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Eslacin, Maria Theresa P.	Administrative Aide VI	F
Gob, Laura Vida A.	Administrative Assistant III	F
Hernandez, Grasiela L.	Administrative Assistant III	F
Jamilano, Marinel R.	Administrative Assistant II	F
Javal, Frances Thea T.	Administrative Assistant III	F
Limbo, Joyce Anne P.	ADAS III	F
Malijan, Ma. Jobelle M.	Admin Assistant III	F
Maningas, Jobelle M.	ADAS III	F
Mirandilla, Jennelyn M.	Admin Assistant III	F
Morales, Rosemarie E.	Admin Assistant III	F
Panganiban, Natalio A.	Admin Assistant I	M
Pastrana, Maria Elizabeth S.	Admin Assistant III	F
Racelis, Joselito C.	Utility Worker I	M
Rada, Claribel C.	Admin. Assistant II	F
Rago, Charlene R.	ADAS III	F
Reyes, Jerick C.	Admin Assistant III	M
Rosales, Ronnie M.	Admin Assistant II	M
Salazar, Carmelo S.	Utility Worker I	M
Sanchez, Juslyn Rose F.	ADAS II	F
Zubieta, Armeen Krystel F.	Admin Assistant II	F

**SCHOOLS HEADS, SCHOOL HEALTH AND NUTRITION COORDINATORS AND  
SCHOOL DRRM COORDINATORS (1<sup>ST</sup> Batch)**

December 18, 2020 via GOOGLE MEET  
8:30 am to 12 nn

SCHOOL	NAME OF PARTICIPANTS	SEX
ALSAM ES	Clarine L. Reyes	F
	Shella Pasacsac	F
BANHS	Mary Grace M. Cabili	F
	Ramona Gata	F
	Ronaldo Navajas	M
BUSAL ES	Adrian N. Naynes	M
	Akeem Aron Valdeavilla	M
DAPDAP INTEGRATED SCHOOL	Cherry G. Hugo	F
	Elaine D. Briones	F
	Marissa D. Yacaba	F
DOMOIT ES	Ingrid A. Palad	F
	Gina P. Samonte	F
	Jaymark C. Pabelonia	M
EAST PALALE ES	Corazon M. Oabel	F
	Aizell Ann C. Cabriga	F
	Nalinda R. Casino	F
EUGENIO FRANCIA ES	Larvin O. Labrada	M
	Rachel Z. Alvarez	F
	Kelvin John B. Padera	M
F. E. LOPEZ ES	Girlye A. Abaricia	F
	Glenda G. Dilar	F
	George Vehnex P. Sabornido	M
GIBANGA ES	Alona C. Crisanto	F
	Luzviminda S. Cabile	F



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	Leuvin D. Naynes	M
ILASAN ES	Teresa E. Andaya	F
	Roschelle L. Moreno	F
	Maricel J. Magtibay	F
	Leonora L. De Rama	F
IPILAN ALITAO ES	Jollie Ann V. Morta	F
	Lester S. Salumbides	M
	Waldymar E. Pasacsac	M
KALUMPANG ES	Vivian V. Castillo	F
	Ginalyn C. Sales	F
	Arlene D. Pagana	F
KATIGAN ALUPAY ES	April May Q. Ramillo	F
	Sherwen T. Ferreras	M
	Natalia A. Andaya	F
LAKAWAN ES	Glenda Y. Castillo	F
	Larmen Joy S. Malto	F
	Luz A. Pacaigue	F
LALO ES	Cecille N. Villora	F
	Mark Kevin P. Ranillo	M
	Rowena O. Sabiduria	F
LAWIGUE ES	Anicee S. Rodillo	F
	Edellyn B. Matre	F
	Dr. Gener C. Delos Reyes	M
LPIHS	Sharlene V. Baer	F
	Isabelo Cuarto	M

**SCHOOLS HEADS, SCHOOL HEALTH AND NUTRITION COORDINATORS AND  
SCHOOL DRRM COORDINATORS (2<sup>nd</sup> Batch)**

December 18, 2020 via GOOGLE MEET

1:00 pm to 4:30 pm

SCHOOL	NAME OF PARTICIPANTS	SEX
MALAO-A CALANTAS ES	Alita C. Rodriguez	F
	Dulce D. Avila	F
	Jundee C. Rivadenera	M
MASIN ES	Roderick O. Hugo	M
	Christelle A. Reyes	F
	Haeizel C. Jasmin	F
MATE ES	Jeffrey G. Dimailig	M
	Mary Ann E. Penana	F
	Dianne Charish A. Cabuyao	F
NORTH PALALE ES	Elpidia C. Palayan	F
	Rachel Ann A. Guano	F
	Sarah Jane C. Cabuyao	F
PANDAKAKE ES	Wenefredo B. Baylongo	M
	Shiela May Balamban	F
	Rhona R. Reyes	F
POTOL ES	Cecilia R. Pingol	F
	Catherine Telebrico	F
	Carmena L. Lagonero	F
RQMNHS	Michael M. Safred	M



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	Meryanne V. Flores	F
	Ruel A. Cabuyao	M
SOUTH PALALE ES	Julietta M. Labita	F
	Maricel C. Cabuyao	F
	Ashley Loraine C. Cabuyao	F
	Joy B. Go, Ph.D.	F
TAYABAS EAST CS	Marileth Berena	F
	Victorino Cabanas	M
	Ronan R. Ranillo	M
TAYABAS WEST CS I	Ma. Socorro Delloro	F
	Inrico A. Jalbuena	M
	Lea A. Cosico	F
TAYABAS WEST CS II	Rowena Q. Rondilla	F
	Rainier Roie M. Rea	M
	Dennis O. Labita	M
TAYABAS WEST CS III	Megan C. Zoleta	F
	Lester R. Gob	M
	Leah A. Clado	F
TAYABAS WEST CS IV	Jocelyn Zagala	F
	William Rondilla	M
	Aldwin V. Capistrano	M
VALENCIA ES	Marry Joi P. Las	F
	Romana T. Jabola	F
	Erlinda C. Calabno	F
WAKAS ES	Concepcion Oliva	F
	Fritzie Pareja	F
	Honesto P. Caagbay Jr.	M
WEST PALALE ES	Erika Roschelle R. Ursolino	F
	Manolito C. Plasuelo	M
	Evelyn P. Palambiano	F
WEST PALALE NHS	Analou R. Endencia	F
	Roderick M. Baasis	M