



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

14 OCT 2021

DIVISION MEMORANDUM

No. 426 s. 2021

**CONDUCT OF MONITORING AND PROVISION OF TECHNICAL ASSISTANCE
 ON SPECIFIC MEASURES FOR COVID 19 PREVENTION
 AND MITIGATION IN SCHOOLS**

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

1. The DepEd Tayabas City under the School Governance and Operation Division (SGOD) will conduct monitoring and technical assistance on Specific Measures for Covid19 Prevention and Mitigation in Schools on Oct 18,19,21,22,25,26,28, 2021.
2. The following are the important areas to be covered in the monitoring and technical assistance to ensure safe educational continuity amidst the challenges of Covid19:
 - Health Standards and Safety Protocols in Schools
 - Specific Measures for Covid19 Prevention and Mitigation
 - Health Supplies, WASH Facilities and Room Ventilation
3. Attached are Enclosure 1 - Schedule of Monitoring and monitoring officials and Enclosure 2 – Monitoring Tool.
4. Related activities may continue to be scheduled and implemented even after the National Mental Health Week to sustain the mental health promotion initiatives launched week.
5. Immediate 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/>

Enclosure 1

SCHEDULE OF MONITORING and Monitoring Officials

SCHOOLS	MONITORING OFFICIALS
CLUSTER 1 (OCTOBER 18,2021)	
1. Domoit Elementary School	Dr. Connie S. Sia
2. Froilan E. Lopez Elementary School	Dr. Jayne Paula Talavera
3. Kalumpang Elementary School	Lailani T. Omlas
4. Gibanga Elementary School	Alelie A. Padillo
5. Poto Elementary School	
CLUSTER 2 (OCTOBER 19,2021)	
1. Buenaventura Alandy National High School	Dr. Connie S. Sia
2. Eugenio Francia Elementary School	Dr. Jayne Paula Talavera
3. Malaoa Calantas Elementary School	Mariles Ferro
4. Ipilan Alitao Elementary School	Alelie A. Padillo
5. Luis Palad Integrated High School	
CLUSTER 3 (OCTOBER 21,2021)	
1. Dapdap Integrated School	Dr. Jayne Paula Talavera
2. Lalo Elementary School	Dr. Connie S. Sia
3. Tayabas West Elementary School III	Lailani T. Omlas
4. Tayabas West Elementary School IV	Mariles F. Contreras
5. Tayabas West Elementary School I	
CLUSTER 4 (OCTOBER 22,2021)	
1. Tayabas West Elementary II	Alelie A. Padillo
2. Tayabas East Elementary School	Lailani T. Omlas
3. Wakas Elementary School	Dra Jayne Paula Talavera
4. RQMNS	
5. Lacawan Elementary School	
CLUSTER 5 (OCTOBER 25,2021)	
1. Pandakake Elementary School	Dr. Connie S. Sia
2. Mate Elementary School	Dr. Jayne Paula Talavera
3. Lawigue Elementary School	Lailani T. Omlas
4. Alsam Elementary School	Alelie A. Padillo
5. West Palale Elementary School	
CLUSTER 6 (OCTOBER 26,2021)	
1. Katigan Elementary School	Dr. Connie S. Sia
2. Ilasan Elementary School	Dr. Jayne Paula Talavera
3. Masin Elementary School	Mariles Ferro
4. Valencia Elementary School	Alelie A. Padillo
CLUSTER 7 (OCTOBER 28,2021)	
1. West Palale National High School	Dr. Jayne Paula Talavera
2. North Palale Elementary School	Dr. Connie S. Sia
3. East Palale Elementary School	Lailani T. Omlas
4. South Palale Elementary School	Mariles F. Contreras



Brgy. Poto, Tayabas City



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



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>

Enclosure 2

Monitoring Tool
SPECIFIC MEASURES FOR COVID-19 PREVENTION AND
MITIGATION IN SCHOOLS

Name of School: _____
Name of School Head: _____

Date: _____

INDICATORS	OBSERVED	NOT OBSERVED	REMARKS
MANAGING OPERATIONS			
<u>SCHOOL TRAFFIC MANAGEMENT</u>			
<ol style="list-style-type: none"> 1. The school has set-up clear and easy-to-understand signages, preferably in local languages and Braille, and mechanisms to strengthen observance of health protocols and protective measures. a. Display of school map at the entrance point indicating the location of the classrooms b. Designation of separate entrance and exit points in the school c. Designation of separate entrance and exit points in high traffic areas (unidirectional markers, installation of signages for cueing and unidirectional movement, sectioning, and queueing) d. Designated entrance and exit points in the classrooms e. Hallway ground markings for walking direction guide <p>Designation of areas for queue (e.g., restroom, library, principal's office, etc.)</p>			
<u>PROTECTIVE MEASURES, HYGIENE PRACTICES, AND SAFETY PROCEDURES</u>			
<ol style="list-style-type: none"> 1. The school has established safe entrance and exit procedures for teachers, students, non-teaching personnel, and school visitors. a. Availability of temperature thermal scanner or thermal gun in entrance and/or exit gates b. Availability of hand sanitizer or alcohol dispenser in school gates <p>Availability of surgical masks at school entrance reserved for symptomatic individuals</p> <ol style="list-style-type: none"> 2. The school has established a contact tracing procedures/tools for school-goers. a. Health declaration sheet for school personnel b. Health declaration sheet for students/ parents 			



Brgy. Poto, Tayabas City



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



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>

Contact tracing tool for school-goers			
<p>3. The school has set up a proper sanitation and hygiene facility for school-goers.</p> <ul style="list-style-type: none"> a. Availability of handwashing station with clean and safe water supply b. Availability of clean and safe toilet facilities c. Schedule of supervised handwashing and toothbrushing activities d. Placement of handwashing facilities in a strategic location (e.g., school entrance) e. Placement of trash bins in strategic locations <p>Visuals signages on proper waste management practices near trash bins</p>			
<p>4. The school has ensured regular sanitation and disinfection of school facilities, furniture, and equipment.</p> <ul style="list-style-type: none"> a. Schedule of sanitation of frequently touched surfaces (e.g., table, doorknobs, light switches, etc.) every after end of a school shift b. Schedule of disinfection of school facilities (e.g., chairs, desk, blackboard, toilet facilities) <p>Availability of sanitation and disinfecting materials</p>			
<p>5. The school has ensured a proper disposal system of infectious wastes, such as used tissues and masks, in non-contact receptacles.</p> <ul style="list-style-type: none"> a. Disposal of all used PPEs in a separate leak-proof yellow trash bag/container with a cover properly labeled as "USED PPE" b. Collection of the leak-proof yellow trash bag/container regularly or twice a day (after end of class and after working day) from designated/specific area to the general collection area for treatment and disposal c. Availability of medical-grade face mask required for school personnel when collecting/handling the leak-proof yellow trash bag/container d. Treatment through disinfection or spraying of the collected wastes with a chlorine solution (1:10) in accordance with DOH Department Memorandum No. 2020-0157 "Guidelines on Cleaning and Disinfection in Various Settings as an Infection Prevention and Control Measure" 			

<p><i>Against COVID-19"</i></p> <p>e. Disposal of the disinfected PPE with general waste to the final disposal facility</p>			
WELL BEING AND PROTECTION			
PERSONAL PROTECTION EQUIPMENT			
<p>1. The school has secured sufficient supply of personal protective equipment (PPEs) for learners and school personnel.</p> <p>a. 1:1 Face mask to Person (daily)ratio</p> <p>b. 1:1 Face shield to Person ratio</p> <p>c. 1:1 Toothbrush and Toothpaste to Learner ratio (K-6 learners)</p> <p>d. 1:1 Bar of soap to Learner ratio enough for 5x of handwashing per day (K-6 learners)</p> <p>e. Availability of emergency health kits that include PPEs and other needed supplies and materials in the school clinic</p> <p>Availability of PPEs for COVID-19 team members, health personnel, and maintenance, and security guards</p>			
<p>3. The school has ensured that the available sanitation and disinfection materials are approved by the Philippine Food and Drug Administration (FDA) such as:</p> <p>a. Sodium hypochlorite recommended ratio of 0.1% (1000 ppm) by dissolving ½ tsp of chlorine or 2 g to 2L of clean water for regular disinfection, and recommended ratio of 0.5% (5000 ppm) for body fluids by dissolving 1 tbsp of chlorine or 10 g to 2L of clean water</p> <p>b. Ethanol in all surfaces at a recommended ratio of 70-90%, or</p> <p>c. Hydrogen peroxide in all surfaces at a recommended ratio of >0.5%</p>			
<p>4. The school has secured sufficient supply of sanitation and disinfection materials for strategic school locations.</p>			
COVID-19 CASE MANAGEMENT			
<p>1. The school has developed strategies to prevent COVID-19.</p> <p>a. Conduct of hand hygiene and temperature checks using a thermal scanner prior to entering the school</p> <p>b. Conduct of daily rapid health checks</p>			

<p>c. Conduct of necessary disinfection activities especially in the areas of the school frequented by personnel</p> <p>d. Establishment/setting-up/refurbishment of a school clinic to provide basic health services to all school-goers, such as:</p> <ul style="list-style-type: none"> o Health assessment and physical examination, as needed o Appropriate intervention, first aid, or treatment o Proper management of symptoms, including rest at home o Referral and follow-up of learners, teachers, and personnel to appropriate facilities 			
<p>2. The school has identified strategies to detect COVID-19.</p> <p>a. Cooperation with the local health authorities in the tracing and quarantine of close contacts of confirmed cases of COVID-19 consistent with DOH guidelines</p> <p>b. Development of a reporting system requiring parents to report to the school if their children are experiencing flu-like system, recommendation of testing to be done immediately with support and guidance from the LGUs</p>			
<p>3. Report of the close follow-up of the attending/assigned school health personnel or designated clinic teacher with the condition of the identified learner/personnel to the SDO School health and Nutrition Unit/Section, as required by existing reporting mechanisms</p> <p>a. Strict compliance of learners and personnel who have tested positive for COVID-19 to not return to school without clearance from medical authorities</p> <p>b. Monitoring and provision of necessary support of the School Head (SH) to all cases (close contacts, suspect, probable, confirmed)</p> <p>c. Coordination of SH to all cases with DepEd school health personnel and local health authorities</p> <p>d. Coordination of SH with the SDO in ensuring continuity of teaching and learning in line with the school's</p>			

contingency plan e.			
4. The school has established a clear procedure of referral system for COVID-19 confirmed and suspected personnel and learners. a. Communication plan which includes coordination system with LGU for school personnel and learners who show flu- like symptoms b. Communication plan which includes a referral system for COVID-19 confirmed and suspected personnel and learners Flow chart of the referral system			
5. The school has established a clear contact tracing and quarantine system for close contacts of COVID-19 confirmed positive cases.			

Comments/Remarks _____

Name and Signature
Monitoring Official

Date: _____

Name and Signature
School Head

Date: _____



Brgy. PotoI, Tayabas City



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



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>