



Republic of the Philippines
Department of Education
MIMAROPA Region
SCHOOLS DIVISION OF MARINDUQUE

Department of Education
Division of Marinduque

**RECORDS SECTION
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Name: 137/1

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Date: 6/14/21 Time: 10:20 AM

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

TO : OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, CID & SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

FROM: 
ELSIE Y. BARRIOS, PhD
Schools Division Superintendent *fw*

SUBJECT: INSTRUCTIONS TO STRICTLY COMPLY WITH THE SPECIFIC
MEASURES FOR COVID-19 PREVENTION AND MITIGATION

DATE : June 11, 2021

1. Consistent to **DepEd Order No. 014, s. 2020** (Guidelines on the Required Health Standards in Basic Education Offices and Schools) and other relevant issuances from the Department of Health (DOH) and Inter-Agency Task Force (IATF), this Office hereby instructs the field to strictly comply with the following **Specific Measures for COVID-19 Prevention and Mitigation**:

- a) Practice physical distancing (at least 2 meters apart) at all times.
- b) Clean hands frequently by using alcohol-based hand rub/disinfectants or by proper handwashing with soap and water.
- c) Observe proper use of face mask at all times. Both nose and mouth must be covered.
- d) Set dining policy in the workspace during meal time by limiting the number of individuals who eat in the same place at the same time.
- e) Restrict the conduct of physical or face-to-face large gatherings and activities that will require close contact.

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- f) Ensure that scheduling of work of personnel and their assignment to their respective work stations will allow physical distancing.
 - g) Use tissue or inner portion of elbow to cover nose and mouth when sneezing/ coughing. Be sure that proper distance is maintained. Do not cover the mouth with the hands.
 - h) Use online platforms for the conduct of meetings, training activities and conferences.
 - i) Ensure proper ventilation and install temporary barriers between tables for proper physical distancing.
 - j) Establish and maintain proper sanitation and hygiene facilities which include foot bath in all entrances, toilet with adequate water and soap, and handwashing stations.
 - k) Practice proper disposal of tissue and mask after use.
 - l) Ensure routine cleaning/ disinfection of frequently touched surfaces and objects using disinfectants at least twice a day.
 - m) Prohibit the borrowing of ball pens, towel, face shield and other personal things.
 - n) Ensure that health assessment is done which includes checking of body temperature before entering the school/office premises. Personnel who have flu-like symptoms and high body temperature shall be advised to be on work from home arrangement.
2. All personnel are ordered to strictly comply with local and national IATF rules and regulations in addition to DepEd policies and guidelines relative to COVID-19 mitigation.
 3. Immediate dissemination of and compliance with this Memorandum are desired.

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