



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

March 27, 2020

**REGIONAL MEMORANDUM**

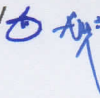
No. **210**, s. 2020

**CHECKLIST AND APPROVAL SHEET ON THE USE OF SCHOOLS AS QUARANTINE OR ISOLATION CENTERS**

To: Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In consonance with the *Office Memorandum OM-OSEC-2020-002 – Guidelines to Regional Directors for Action on Requests by Local Government Units to Use DepEd Schools as Quarantine or Isolation Areas for COVID-19*, and *Office Memorandum OM-OSEC-2020-003 – Template Terms and Conditions for the Use of DepEd Schools as Quarantine or Isolation Areas*, all Schools Division Superintendents including public elementary and secondary school heads, and all others concerned shall use the Enclosures of this Memorandum as guides in the evaluation for the compliance of the requesting Local Government Units (LGUs) with DepEd requirements.
2. Immediate dissemination of and strict compliance with this Memorandum are highly desired.

  
RAMIR B. UYTICO EdD, CESO IV

Director IV 

Enclosures: None

References: *Office Memorandum OM-OSEC-2020-002*  
*Office Memorandum OM-OSEC-2020-003*

To be indicated in the Perpetual Index under the following subjects:

DRRM          PREVENTION          GUIDELINES

ESSD-CPV



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Enclosure 1 to Regional Memorandum No. \_\_\_\_\_, s.2020

### APPROVAL SHEET

After having evaluated the compliance with the requirements on the Use of Schools as Quarantine or Isolation Center in relation to the COVID-19 prevention, the application of Honorable \_\_\_\_\_, Mayor, \_\_\_\_\_, for the use of \_\_\_\_\_ (Name) \_\_\_\_\_ (Municipality) the \_\_\_\_\_ is thereby found to be in order, hence, recommended for appropriate action.

Evaluation Committee:

\_\_\_\_\_  
School Head

\_\_\_\_\_  
Asst. Schools Division Superintendent

Recommending Approval:

\_\_\_\_\_  
Schools Division Superintendent

\_\_\_\_\_  
(Date)

Reviewed by:

**CESAR P. VERUNQUE**  
Chief, ESSD

**ARNULFO M. BALANE, CESO V**  
Director III

APPROVED:

**RAMIR B. UYTICO EdD, CESO IV**  
Director IV

Enclosure 2 to Regional Memorandum No. \_\_\_\_\_, s.2020

**CHECKLIST ON THE USE OF SCHOOLS AS QUARANTINE OR ISOLATION CENTERS**

Step	PARTICULAR	Yes	No	Remarks
1	Certification from the DOH that there are no available facilities to be utilized as Temporary Quarantine or Isolation Facility			
	Inventory of Facilities of the School for Use as Temporary Quarantine or Isolation Facility (Annex A to Office Memorandum OM-OSEC-2020-003)			
	LGU's Request with the following information/attachments:			
	o Identification of Particular Facilities as well as the Duration of the Use			
	o Certification that all Facilities have been Duly Assessed and Found to be Adequate			
	o Assessment of the Municipal, City or Provincial Health Officers that the Facilities in the School will be Suitable for the Specific Intendent Purpose			
	o Presentation of the Planned Management of the Facility (should be under the supervision of the Municipal Health Officer)			
	o Conformance to the Existing DOH Standards and Guidelines, such as patient management, safety standards, waste management/disposal and other related health requirements			
2	Division Established System of Monitoring on the Use of the School in terms of the Safety of DepEd Personnel Involved and the Facilities			
3	Endorsement from the Schools Division Superintendent to the Regional Director, attach the Checklist with the Approval Sheet (Attached to Regional Memorandum No. _____, s. 2020			
4	Evaluation and Approval of the Regional Office (Enclosure No. 1 to Office Memorandum OM-OSEC-2020-003) <i>Note: If disapproved, no need to proceed to Step 5</i>			
5	When the request is approved, School Head must coordinate with the LGU with the following preparations before the actual use of the facility ( <i>Office Memorandum OM-OSEC-2020-003</i> ):			
	a. Designation and vacating of approved school spaces/structures to be used by the LGU as quarantine or isolation area;			
	b. Designation of sufficient number of comfort rooms and handwashing facilities;			

	c. Safekeeping and/or proper storage of all learning and education materials, resources, equipment, and school records;			
	d. Documentation of the condition of school facilities and resources before use of the facility;			
	e. Signing of the minimum Terms and Conditions (TAC) for the Use of DepEd School by the Local Government Unit as a Temporary Quarantine or Isolation Facility of Last Resort ( <i>Enclosure No. 2 to Office Memorandum OM-OSEC-2020-003</i> )			

*Note:*

If there are other things to be agreed upon between the Schools Division Office (SDO) and the Local Government Unit (LGU), the SDO shall draft a MOA incorporating the agreements thereof, with the Terms and Conditions (TAC) attached to it to form part of the MOA.

*Further Reference:*

Refer to the issuances enclosed in *Office Memorandum OM-OSEC-2020-002, Item No. 11*, that shall serve as reference to evaluate the health-related undertakings.