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DEPARTMENT OF EDUCATION
REGIONAL OFFICE - CALABARZON

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DepEd Task Force COVID-19
MEMORANDUM No. 73
22 July 2020

For: **BLSS Director**
DRRMS Director
ICTS Director
BLSS-SHD Chief
Regional Directors and BARMM Education Minister
Schools Division Superintendents
All School Health and Nutrition Personnel
DRRM Coordinators

Subject: **COVID-19 CONTACT TRACING: BASIC TRAINING**

In support of the Department of Education's COVID-19 response efforts, the DepEd Task Force COVID-19, through the Bureau of Learner Support Services- School Health Division (BLSS-SHD), is organizing the **COVID-19 Contact Tracing: Basic Training**, provided by the Department of Health (DOH), through the Epidemiology Bureau, on **27 July 2020**, from 8:30 AM to 3:30 PM.

All school health and nutrition personnel and all Disaster and Risk Reduction Management (DRRM) coordinators are enjoined to participate in the training that will be streamed in a private Facebook group created exclusively for the training. Participants are advised to carefully follow the steps below:

STEP 1: Fill-out the **registration form** (Google Form) at <https://bit.ly/dtfcctbt>. DepEd email address is required. The link to the private Facebook Group where the training will be streamed will be sent to the participant upon completing the registration form. The link to the private Facebook group shall not be shared to others.

STEP 2: Join the **private Facebook Group**. The participants will be asked a few questions before they are accommodated in the Facebook Group. All registered participants must be in the Group before 8:00 AM on 27 July, Monday, and may stay in the group until the link to the Exit Quiz and the Evaluation Form is announced to the participants. Information about the training and other related materials will be shared in the group.



Office of the Undersecretary for Administration (OUA)

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

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STEP 3: Take the pre-test. All participants shall take the pre-test that will be posted in the Facebook Group on 27 July, Monday, at 8:00 AM.

STEP 4: Allow StreamYard to access Facebook name, profile photo, and comments on Facebook Live videos, by going to *streamyard.com/facebook* before the start of the training. The training will be streamed in the private Facebook group via Streamyard. Participants' comments, especially questions and insights, may be shown on the screen throughout the training. To ensure that the questions and insights will be properly acknowledged, participants are advised to allow StreamYard to see and stream their names and profile photos on Facebook.

STEP 5: Actively participate in the training to be streamed in the private Facebook group. All participants are advised that the training will be recorded. Comments from the participants with their names and photos may be included in the recording. It is **not necessary** to comment during the training the place where the participant is watching or participating from (e.g., "hello from Pasig City"). The training host will guide the participants on what to write in the comments thread throughout the activity. This is a **seven-hour virtual activity with no snack or lunch breaks**. Participants are advised to prepare foods and water near them, which they can consume especially during around lunch time. The recording of the training will remain in the private Facebook group until 31 July 2020, and can be referred to by all participants, as needed.

STEP 6: Take the Exit Quiz and complete the Evaluation Form. All registered participants will be sent the link to the Exit Quiz and the Evaluation Form after the training on Monday. They have until 1 August 2020 to take the Exit Quiz and accomplish the Evaluation Form.

STEP 5: Receive the Certificate of Completion and apply the learning! Those who will pass the Exit Quiz will be given Certificate of Completion from the DepEd and the DOH.

The Disaster Risk Reduction and Management Service is requested to disseminate this information to DRRM coordinators. The Information and Communications Technology Service (ICTS) is requested to provide necessary assistance in the streaming of the training via StreamYard.

For the guidance of all concerned.



ALAIN DEL B. PASCUA

Undersecretary

Chairperson, DepEd Task Force COVID-19