



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

July 27, 2020

**REGIONAL MEMORANDUM**

No. **400**, s. 2020

**SCHOOLS DIVISION COVID-19 TASK FORCE CONTINGENCY PLAN**

To: Schools Division Superintendents  
 Division COVID-19 Task Force  
 All Others Concerned

1. With the threat of COVID-19 Disease, the Department of Education created the COVID-19 Task Force across all levels of governance as the lead for prevention, mitigation and response to the pandemic. With this, it is deemed necessary for the COVID-19 Task Force to have a Contingency Plan to anticipate different situations that might occur.
2. The said plan will be the basis of the Regional Office for monitoring and provision of technical assistance to the Schools Division COVID-19 Task Forces. Attached to this Memorandum is the copy of the DepEd Regional Office VIII Contingency Plan for COVID-19 and templates to be accomplished and submitted on or before July 31, 2020, attention: Emmanuel P. Firmo, Jr., Regional DRRM Coordinator, ESSD, DepEd Regional Office VIII through email address: [ssd.region8@deped.gov.ph](mailto:ssd.region8@deped.gov.ph).
3. The Schools Division Superintendents as Chairpersons of the Division COVID-19 Task Force are enjoined to supervise the submission of the said plan on the date specified above.
4. Immediate dissemination of and strict compliance with this Memorandum are desired.

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

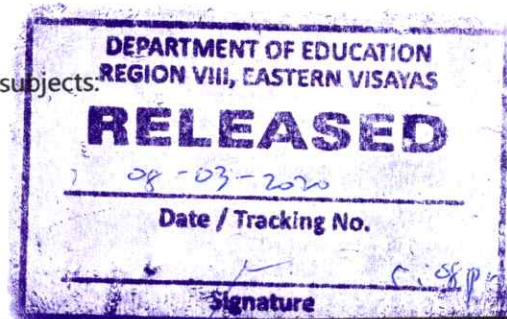
- Enclosures:
- School Division COVID-19 Task Force Specific Activities to Combat the Threat of COVID-19 Template;
  - Monthly Accomplishment Report of the Schools Division COVID-19 Task Force;
  - RO DRRM Plan for COVID-19

References: None

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

COVID-19      Task Force      Plan

ESSD-SPPS-EPF





Enclosure to Regional Memorandum No. **400**, s. 2020.

**SCHOOLS DIVISION COVID-19 TASK FORCE SPECIFIC ACTIVITIES TO COMBAT THE THREAT OF COVID-19 PANDEMIC**  
 from July- December, 2020

<b>Title of Activity</b>	<b>Date</b>	<b>Target (Place, Person, Office, etc.)</b>	<b>Responsible Person</b>	<b>Needed Resources</b>	<b>Budget</b>	<b>Source of Funds</b>	<b>Success Indicator</b>
<i>Ex. Disinfection of the Schools Division Office</i>	July 31, 2020	All Offices in the SDO including pathways, gym, covered walk, and the like.	SDO COVID-19 Task Force	Disinfection Solution, Sprayer, PPEs, etc.	Php 10,000.00	DRRM MEP Funds/MOOE	100% of all Offices and areas in the SDO were disinfected



**Monthly Accomplishment Report of the Schools Division COVID-19 Task Force**

Name of SDO: \_\_\_\_\_

Title of the Accomplished Activity	Date Accomplished	Highlights of the Activity	Problems Encountered	Ways Forward

Note: This template will be submitted every last Friday of the month by the Division COVID-19 Task Force for monitoring and provision of technical assistance of the Regional Office.

### **Pictorial Report of the Activity**

**Note: Paste at least 2 pictures per activity with corresponding description/narrative.**



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

# DISASTER RISK REDUCTION AND MANAGEMENT CONTINGENCY PLAN FOR COVID-19



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*ISO 9001:2015 Certified*

**I. Scenario for COVID-19 and Corresponding Short Term and Long Actions**

<b>Scenario</b>	<b>Short Term Action</b>	<b>Long Term Actions</b>
<p>1: ECQ is lifted on April 15, 2020. In this scenario, COVID-19 case recoveries increase, new cases on the wane. People and vehicles are allowed to move around but social distancing is still observed. Food supply starts to move unhampered.</p>	<ul style="list-style-type: none"> <li>- On going monitoring of status of work arrangements of Schools Division Offices;</li> <li>- In the case that schools were used as quarantine centers, coordinate with the LGUs concerned on the disinfection of all school facilities and the entire school premises.</li> </ul>	<ul style="list-style-type: none"> <li>- Monitor the readiness of all schools in the region for possible opening of classes in June, 2020.</li> <li>- Make sure that all schools which were used as quarantine centers shall have been disinfected based on the standards of the Department of Health.</li> </ul>
<p>2: ECQ is extended for another month with more area coverage. There is no improvement on the health situation.</p>	<ul style="list-style-type: none"> <li>- Continue with the current alternative work arrangements per respective DepEd Offices in the region.</li> <li>- As the surge of infected cases increases, more LGUs will request on the use of classrooms as quarantine centers. In this case, through the Schools Division Office, the LGUs are advised to follow the guidelines set forth by the Department of Education on the use of classrooms as quarantine centers. Upon completion of the requirement by the LGU, it will be</li> </ul>	<ul style="list-style-type: none"> <li>- All employees will be forced to work from home using multi-media such as messenger, workplace, facebook, mobile phones, as a source of communication and monitoring.</li> <li>- Schools used as quarantine centers will completely be manned by the LGU following the terms and conditions set forth by the Department of Education.</li> <li>- RO will emphasize on the close coordination with the SDOs and LGUs in order to expedite request on the use of classrooms as quarantine centers.</li> </ul>

<p>3: ECQ is extended for another month with more area coverage; medical facilities and health frontliners are overwhelmed with the surge in cases.</p>	<p>indorsed to the Regional Office for the approval of the Regional Director.</p> <ul style="list-style-type: none"> <li>- All personnel are advised to work from home during this scenario.</li> <li>- It is also expected that the number of requests from the LGUs on the use of classrooms as quarantine centers will increase dramatically. SDOs are advised to identify "standby-schools" for possible use as quarantine centers.</li> </ul>	<ul style="list-style-type: none"> <li>- All personnel will work from home. All means of electronic communications shall be encouraged in order to stablish coordination among personnel in the Office.</li> <li>- SDO will pre-identify "standby schools" in case the LGUs request for quarantine centers. Still DepEd shall enforce the strict compliance of LGUs with the guidelines of classrooms used as quarantine centers.</li> </ul>
<p>4: DepEd Officials are directly affected by COVID-19. A number of DepEd Officials can no longer function and have become immovable (either as PUIs, PUMs, infected, or critical patients.) Even Central Office skeletal is compromised.</p>	<ul style="list-style-type: none"> <li>- In case one employee in the RO or SDO becomes positive of COVID-19, immediately, all personnel in that Office who come in close contact with the infected personnel and manifested COVID-19 symptoms will be considered as PUIs and others with no symptoms as PUMs or depends on the assessment of the DOH. But definitely, the Office will be shut down temporarily and will undergo disinfection. Office will resume depends on the advice of the DOH. PUIs and PUMs will undergo standard quarantine procedures according to the DOH.</li> </ul>	<ul style="list-style-type: none"> <li>- Personnel identified as PUMs shall work from home while PUIs will undergo standard quarantine procedures at the identified quarantine centers of their respective LGUs.</li> <li>- If RO and SDO can no longer act on the request of LGUs on the use of classrooms as quarantine centers due to number of infected cases amongst its personnel, the authority will be given to school heads.</li> </ul>

	<p style="text-align: center;">-</p> <p>On the request of LGUs on the use of classrooms as quarantine centers, if the RO and SDOs will be compromised by infected cases amongst it personnel, the School Head of the school being requested and the LGU concerned will execute the terms and conditions (TAC) with the consent of the Regional Director and Schools Division Superintendent.</p>	
<p>5: School Year 2020-2021 cannot open in June 2020. COVID-19 is wide-spread in the country. Partial breakdown of DepEd. Not all its Offices are functioning as they should.</p>	<p>In the case of this scenario, DepEd Personnel will no longer be thinking of their work, rather they will be prioritizing their physiological needs and safety.</p>	



**II. RISK ASSESSMENT FOR CONTINUITY OPERATIONS**

IMPACT AREAS	RISK			EXISTING CONTROLS	EFFECTIVENESS	RISK MITIGATING MEASURES
	IMPACT STATEMENT	IMPACT RATING (I)	LIKELIHOOD RATING (L)			
1. Facility	None					
2. People/Employees	May affect the health conditions of the employees	4	4	16 Imposed COVID-19 control measures in the workplace	4	1. Regular monitoring of all DepEd RO VIII employees 2. April salary was released through cash basis to evade from possible contamination while queuing at ATMs.
3. Public/Client	Clients may be carriers who may transmit the disease to the office personnel or co-clients, or may be at risk of being infected	4	4	16 Imposed COVID-19 control measures for clients entering and transacting in the Office	4	As of the moment, there are no clients physically transacting in the Office
4. Processes	Processes will still be operational because of the alternative work arrangements adopted by the Regional Office	2	3	6 Adopted the alternative work arrangements	4	1. Utilized teleconferencing among concerned DepEd officials as a means to resolve related issues and concerns. 2. Used social media and other telecommunication devices in answering queries from

							clients. 3. Payroll and Cash Sections conducted overtime services to fast track the release of the salaries of DepEd RO VIII Employees for the month of March and April. 4. Maximized the use of online technology, like facebook and messenger, to comply tasks while at home. 5. Conduct Learning and Development Activities
5. Supply Chain	N/A						
6. ICT	Due to high demand for internet connectivity because all transactions and mechanisms are being done online, poor internet connections would be very likely to occur.	2	3	6	Presence of ICT Technician in the Office		ICTU to enhance the internet connectivity in the Office.

**III. DETERMINING AND PRIORITIZING MISSION ESSENTIAL FUNCTIONS**

	<b>ESSENTIAL FUNCTIONS</b>	<b>NON-ESSENTIAL FUNCTIONS</b>	<b>RECOVERY TIME OBJECTIVE</b>	<b>CONTINUITY STRATEGIES</b>	<b>RECOVERY REQUIREMENT</b>
<b>MISSION-ESSENTIAL FUNCTIONS</b>	Processing of Salary and other benefits of Teachers and DepEd Personnel	None	No problems encountered, since the Office is fully operational because of the alternative work arrangements adopted.	Adopted the alternative work arrangement	Adoption of the 3-Day Work week scheme of RO personnel
	Monitoring and Technical Assistance to the Division COVID Task-Force	None	Continue	Presence of SDO COVID-19 Task Force in all Schools Divisions	Provision of Psychosocial Interventions and COVID-19 Response Materials to SDOs
	Revisiting the Work Plans/Emergency Road Map to reprogram the activities unimplemented under the new normal.	None	Immediate	Presence of a Regional Emergency Road Map a plan for the delivery of DepEd RO VIII Basic Services	Strengthening partnerships to support the needs of the SDOs in the implementation of the Learning Continuity Plan/Emergency Road Map
<b>NON-MISSION ESSENTIAL FUNCTIONS</b>	Regular monitoring of personnel and clients entering the Regional Office compound for signs of COVID-19 symptoms	None	Continue	Presence of a clear guidelines on the Enhanced COVID-19 Precautionary Measures	Funds to sustain the provision of COVID-19 PPEs to RO Personnel and Hygiene Supplies to every Office

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Director III

Approved:

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