



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

January 5, 2022

**OFFICE MEMORANDUM**

No. **010**, s. 2022

To: Regional Division Chiefs  
Section/Unit Heads  
Regional Office VIII Employees  
All Others Concerned

**PRECAUTIONARY MEASURES AGAINST THE SPREAD OF COVID-19  
OMICRON VIRUS IN THE REGIONAL OFFICE**

1. As part of the precautionary measures in containing the spread of the Omicron variant of CoVID-19 virus in the Regional Office, this Office directs all Regional Office VIII Employees to strictly observe and be reminded of the following safety protocols and guidelines:
  - 1.1 All Regional Office VIII employees must wear facemasks at all times while inside the office premises; maintain social distancing, and use alcohol frequently or wash hands with soap and water. All alcohol dispensers placed inside and outside each office shall be refilled regularly.
  - 1.2 Employees should avoid close interaction with officemates, co-workers, and visitors at all times.
  - 1.3 While queuing for timed in and out through the biometric machine, employees shall maintain a one-meter distance from each other and bring their ball pens for the logbook to avoid possible transmission of the virus.
  - 1.4 Only fully vaccinated employees will be permitted to attend limited face-to-face training or meetings. They should present their vaccination cards to the training management for verification.
  - 1.5 No transacting clients and visitors shall be permitted to enter the offices unless specifically authorized by the Regional Director's Office or the Division Chiefs concerned.
  - 1.6 All employees are repeatedly encouraged to undergo a full vaccination. Non-vaccinated employees, as stated in previous issuances by DepEd Central Office and IATF, shall be required to undergo RCT-PCR tests every 15 days at their own expense. They shall present the RCT-PCR test results to the guards upon entering the office premises.
  - 1.7 Employees who traveled outside the Region especially in Alert Level 3-5 areas, whether work-related or personal, must inform the School Health Section upon



returning home and must not report to the office upon return. Travelling vaccinated employees shall be required to undergo home quarantine for five days as required by the LGU Palo and must subject themselves to RCT-PCR testing with the LGU for free. The accrued leave of absence due to home quarantine for five days will not be deducted from their leave credits. Unvaccinated ones will undergo seven days of home quarantine and undergo the same test after seven days for free. However, the seven days' leave of absence during the quarantine period shall be deducted from their leave credits. Those who will not undergo PCR-Test shall be subjected to home quarantine for 15 days. In that case, the extended days used will be deducted from their leave credits. The results of the PCR-Test shall be the basis for further guidance.

1.8 Employees coming from other provinces within the Region shall undergo the same process if their municipalities, cities, or provinces are categorized under Alert Level 3-4 areas, which shall be determined by the IATF.

1.9 Employees who manifest CoVID-19 symptoms must inform the SHS for proper health advice. Concealment of symptoms shall be avoided, especially for those who are found positive of the virus once tested.

2. Strict compliance with these guidelines is hereby directed.

*for:* *ministry*  
**EVELYN R. FETALVERO, CESO IV**  
Director IV *✓* *1/5/22*

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