



Republic of the Philippines
Department of Education
REGION V
Schools Division Office of Sorsogon

March 11, 2020

DIVISION MEMORANDUM
No. 61, s. 2020

ACTIVATION OF DEPED SORSOGON TASK FORCE COVID-19

TO : Assistant Schools Division Superintendent
SGOD and CID Chiefs
Public Schools District Supervisors
Secondary Cluster Heads
Division Medical Officer and School Health & Nutrition Section
Division DRRM Coordinator and Alternates
District and Cluster DRRM Coordinators
Sorsogon Division Association of DRRM Coordinators (SoDADCo)
Schools Division Office Personnel
All others concerned

1. The Department of Education (DepEd) Sorsogon Province regards the COVID-19 as a matter of serious and urgent concern together with the entire Department. It stands ready to contribute to the overall Philippine government efforts for the management of this public health situation.
2. A Task Force for the Management of DepEd Sorsogon Response to COVID -19 (**DepEd Sorsogon Task Force COVID-19**) is hereby created and activated to lead the overall efforts of the DepEd Sorsogon Province Schools Division within the school system in addressing the situation through formulation of policies and development of strategies and action plans. **Upon declaration by the President of State of Public Health and Emergency on March 9, 2020, the DepEd Sorsogon TF COVID-19 is deemed operationalized until further directives.**



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3. The DepEd Sorsogon Task Force COVID-19 is composed of the following:

Team/Focal/Members	Tasks/Functions
<p>TF COVID-19 Chairperson : Jose L. Doncillo, CESO V Schools Div. Superintendent</p>	<ul style="list-style-type: none"> ➤ Overall control, decision making ➤ Oversees the actions & responses of TF COVID-19
<p>Administrative Team Focal: Ma. Jeany T. Postrado, ASDS Members: Rolando F. Embile, CID Chief Gideon Karl L. Grefalda, HR Officer All PSDSs, Cluster Heads All CID Personnel EPS II for ALS ALS mobile teachers</p>	<ul style="list-style-type: none"> ➤ Provides administrative and technical support TF COVID-19 chairman and team focal persons ➤ Provides assistance in school monitoring in complying with the provisions of DepEd Memoranda 15, 21, 23, 31, 34, s. 2020 and other related issuances in coordination with PSDSs, cluster heads, school heads ➤ Adopt alternative delivery modes (ADM) of education in cases of class suspensions or the quarantine of learners ➤ Provide assistance to personnel who will be subjected to 14-day mandatory quarantine per CSC Resolution Number 2000362 dated 20 February 2020.
<p>Logistics Team Focal: Jomar E. Enguerra Division Administrative Officer Members: Albert C. Perez, Supply Officer Paul Andy D. Deblois, Accountant Valentina E. Hugo, Budget Officer Rica D. Espigol, Cashier Division Inspectorate Team</p>	<ul style="list-style-type: none"> ➤ Provides support to the Operations Team by procuring and managing the supplies and equipment needed ➤ Provide necessary assistance to schools, such as but not limited to, funds and hygiene kits, to schools. ➤ Ensures availability and maintenance of resources and supplies
<p>Operations Team Focal: Florencio P. Bermundo SGOD Chief Members: Dr. Belardo G. Hadap, Jr. Division Medical Officer Joseph John J. Perez Division DRRM Coordinator Alan J. Ordoñez, Alternate DRRM Joefel E. Lopez, Alternate DRRM School Health & Nutrition Section All SGOD Personnel SoDADCo Officers & BOD</p>	<ul style="list-style-type: none"> ➤ Implements the decisions and strategies made by the TF COVID-19 Chairman ➤ Monitors and ensures implementation of Preventive Alert System in Schools (PASS) per DepEd Order 34, s. 2003, and provisions of DMs 11, 15, 21, 23, 31, 34, s. 2020 in all schools including the SDO; ➤ Coordinate with the Provincial/Municipal Health Office for preventive measures, information sharing, and establishment of referral system for persons exhibiting respiratory infection and/or exposure to a Person Under Investigation or a confirmed case;



	<ul style="list-style-type: none"> ➤ Prepare and activate a Division Contingency Plan on the COVID-19; ➤ Orient all Division Personnel on COVID-19; ➤ Deploy Division Health Personnel to monitor closely the health status of the school populace, conduct health information and dissemination, intensify health education lectures, and assist schools; ➤ Monitor DepEd offices and schools including learners and personnel exhibiting respiratory infection and refer to the nearest hospital; ➤ For identified areas with persons under investigation or confirmed cases as announced by DOH, intensify information campaigns on the prevention of the spread of COVID-19;
<p style="text-align: center;">Liaison/Communication Team/Secretariat</p> <p>Focal: Joseph John J. Perez Division Information Officer</p> <p>Members:</p> <p>Atty. Noel B. Evan, Legal Officer John Rey J. Perez, ICT Officer Eduardo H. Duran, Records Officer Dr. Belardo G. Hadap, Jr. Division Medical Officer OSDS staff</p>	<ul style="list-style-type: none"> ➤ Establish local hotline(s) for the schools for queries and information purposes, to be manned by qualified personnel; ➤ Provide health situation reports from the field to BLSS-SHD and regional office, with copy furnished to DRRMS and the Local Chief Executive and the City/Municipal/Rural Health Unit; ➤ Connects with other agencies and stakeholders for IEC coordination such as but not limited to PHO, DOH, SPDRMO, etc. ➤ Assists the TF COVID-19 Chairman on media relations and management

5. All other relevant policy directives and measures in DMs 11, 15, 21, 23, 31, 34, s. 2020 including other previous and succeeding relevant issuances are sustained and deemed enforced.

6. Immediate dissemination of and strict compliance with this Memorandum are desired.


JOSE L. DONCILLO, CESO V
 Schools Division Superintendent

sgod/socmobnet/jjp



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