



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

**Office of the Schools Division
Superintendent**

Division Memorandum
No. 060 series of 2020

To : Schools Division Office Personnel
Public Schools/Acting Public Schools District Supervisors
School Health and Nutrition Personnel
Division/District/School DRRM Coordinators
Elementary and Secondary School Administrators
School Clinic-in-Charge
Class Advisers and Teachers
All Others Concerned

Date : February 5, 2020

Subject : **ADVISORY IN RESPONSE TO NOVEL CORONAVIRUS (nCoV)
MATTER AND GUIDELINES IN REQUESTING CLEARANCE FROM DEPT. OF HEALTH
(DOH)**

1. The Department of Education (DepEd) has intensified its efforts to promote awareness and precautionary measures for learners, schools and DepEd Offices regarding the Novel Coronavirus (nCoV) matter.
2. In view of this, the Secretary of Education Leonor Magtolis Briones hereby issues the following directives for strict implementation:
 - a) All National activities that involve learners and teachers are suspended in February.
 - b) All Regional, Division and district activities that involve learners and teachers (jamborees, athletic meets, contests, field trips, etc.) need clearance from the local DOH (health authorities) before these are conducted in February.
 - c) All Official travels to China and other affected countries are suspended. Those with travel authorities approved earlier but February travels in the mentioned countries are highly discouraged.
 - d) Avoid crowding of learners. Flag raising ceremonies must be done in the respective classrooms.
 - e) DepEd is monitoring the NCOV problem weekly and update the field if the suspensions will be lifted or extended.
3. The procedure for requesting CLEARANCE of ACTIVITIES from the Department of Health (DOH) shall be as follows:
 - a) Requesting Office/District/School must accomplish **TWO COPIES (2)** of the “REQUEST FORM FOR CLEARANCE OF ACTIVITY”



0050 Lino Chatto Drive Barangay Cogon, Tagbilaran City, Bohol
Tel Nos.: (038) 412-4938; (038) 411-2544 (038) 501-7550
Telefax: (038) 501-7550 email add: deped.bohol@deped.gov.ph

Behold...
BOHOL

- c) Recommending approval shall be: 1. PSDS/APSDS – School Activities
2. SGOD Chief – District Activities
3. Schools Division Superintendent – Division Activities
- d) Submit **TWO (2) COPIES** of the accomplished Request form for Clearance to the Provincial Department of Health Office (PDOH), J.A. Clarin Street, Tagbilaran City (fronting the Camp Francisco Dagohoy Barracks) **at least three (3) working days before the conduct of the said activity.**
- e) **One (1) original copy** of the approved/disapproved Request Form shall be given to the Provincial DOH Office
- f) **One (1) original copy** of the approved/disapproved Request Form shall be submitted to the Schools Governance and Operations Division (SGOD) of the Schools Division Office on the day the form is released by the Provincial DOH Office.
- g) Requesting parties must comply with the conditions and recommendations given by the DOH Office in relation to the conduct of the activity.
4. Refer to attached **Regional Memorandum No. 0081, s. 2020** and for reference **REQUEST FORM FOR CLEARANCE.**
5. For your information, wide dissemination and strict compliance.


BIANITO A. DAGATAN, Ed.D, CESO V
Schools Division Superintendent *2/5/2020*





Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

REQUEST FORM FOR CLEARANCE OF ACTIVITY

I. ACTIVITY PROFILE

NAME OF ACTIVITY: _____
VENUE: _____
() Stay-in () Stay-out
INCLUSIVE DATES: _____
SCHOOL/OFFICE/DIVISION SECTION IN CHARGE: _____

II. NATURE OF ACTIVITY: check what is applicable

- Will the activity involve close contact (within 3-6 feet of each other) between participants?
___YES ___NO
- Where will the activity be held?
___INDOORS ___OUTDOORS
- Will there be physical exertion involved?
___NON-STRENUOUS (Lectures/Seminars/Consultative Meetings etc.)
___STRENUOUS (Physically-involving Workshops/Trainings/Scouting Activities/Athletic Meets)
___OTHERS (pls. specify): _____

III. PARTICIPANTS & FACILITATORS

- Who will be the participants of the activity? _____
Number of participants _____
- Who will facilitate the activity? _____
Number of facilitators _____

IV. FACILITIES

a. Hygiene and Sanitation

- Will there be a constant supply of water?
___YES ___NO
- Will there be an adequate supply of clean drinking water for the participants throughout the activity?
___YES ___NO
- Will there be an adequate supply of hand soap?
___YES ___NO
- Please indicate the Number of the following:
___functional handwashing facilities in the venue
___hand soap to be provided to the participants throughout the activity
___functional toilet facilities at the venue





Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

REGIONAL MEMORANDUM
No. _____, s. 2020

**ADVISORY IN RESPONSE TO THE ONGOING
NOVEL CORONAVIRUS (nCOV) MATTER**

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned


1. The Department of Education (DepEd) has intensified its efforts to promote awareness and precautionary measures for learners, schools and DepEd Offices regarding the Novel Corona Virus (nCOV) matter.

2. In view of this, the Secretary of Education Leonor Magtolis Briones hereby issues the following directives for strict implementation:

- a) All National activities that involve learners and teachers are suspended in February.
- b) All Regional, Division and district activities that involve learners and teachers (jamborees, athletic meets, contests, field trips etc.) need clearance from the local DOH (health authorities) before these are conducted in February.
- c) All Official travels to China and other affected countries are suspended. Those with travel authorities approved earlier but February travels in the mentioned countries are highly discouraged.
- d) Avoid crowding of learners. Flag raising ceremonies must be done in the respective classrooms.
- e) DepEd is monitoring the NCOV problem weekly and update the field if the suspensions will be lifted or extended.

3. For clarifications, you may call the Office of the Regional Director telephone (032) 414-7399, (032) 231-1309.

4. Immediate dissemination of this Memorandum is desired.


SALUSTIANO T. JIMENEZ JD, EdD, CESO V
Director III
OIC-Regional Director



Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City
Telephone Nos.: (032) 231-1433; (032) 414-7399
Email Address: region7@deped.gov.ph

b. Board and Lodging (for stay-in only)

____rooms to be used to house participants
____average number of participants to be housed per room

V. SPECIAL CONSIDERATIONS

- a. Will there be **pregnant women** among the participants/facilitators?
____ YES ____ NO
____ If YES then how many?
- b. Will there be **persons with disability (PWDs)** among the participants/facilitators?
____ YES ____ NO
____ If YES then how many?
- c. Will there be **senior citizens** among the participants/facilitators?
____ YES ____ NO
____ If YES then how many?
- d. Will there be **individuals with high health risk** among the participants/facilitators?
e.g. patients with autoimmune diseases, persons with compromised immunity, pacemaker, dialysis patients?
____ YES ____ NO
____ If YES then how many?

REQUESTING PARTY: _____ DATE: _____
(Signature over printed name)

OFFICIAL DESIGNATION: _____ CONTACT NO: _____

RECOMMENDING APPROVAL: _____ DATE: _____
OFFICIAL DESIGNATION : _____

[To be filled up by Provincial Department of Health (PDOH)]

() APPROVED () DISAPPROVED

Remarks : _____

RECEIVING PERSONNEL: _____
Signature over printed name

OFFICIAL DESIGNATION: _____

DATE RECEIVED: _____
DATE RELEASED: _____

One (1) original copy shall be submitted to the Provincial DOH Office and;
One (1) original copy shall be submitted to the Schools Division Office

