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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

DepEd Task Force COVID-19
MEMORANDUM No. 350
18 March 2020

For: **Secretary LEONOR MAGTOLIS BRIONES**

Subject: **RECOMMENDING THE LOCKDOWN OF THE
ENTIRE DEPED CENTRAL OFFICE COMPLEX
FROM 18-24 MARCH 2021**

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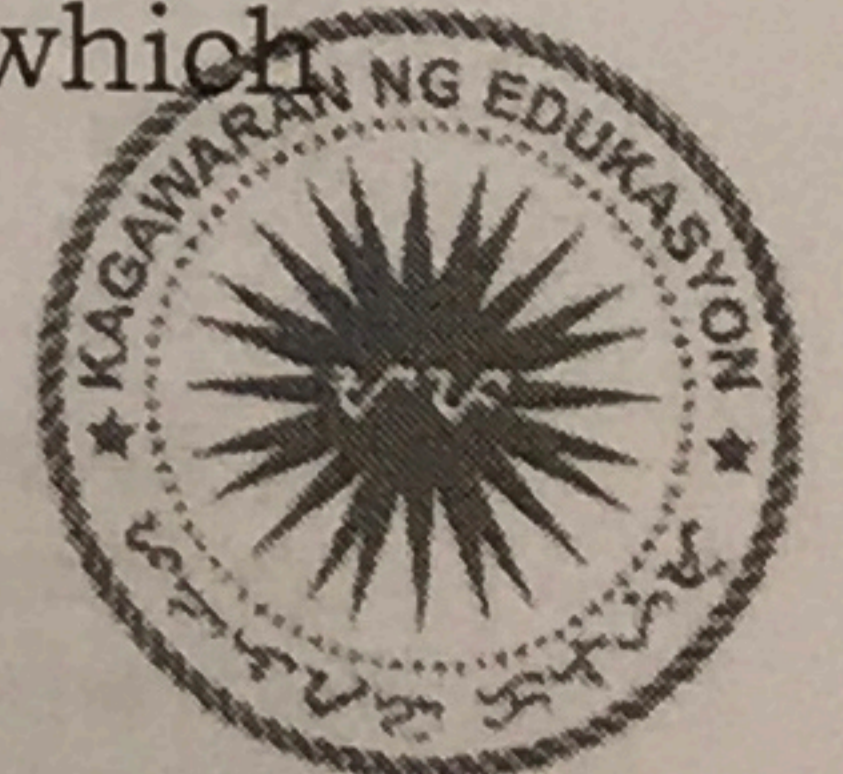
The DepEd Task Force COVID-19 (DTFC) is hereby **recommending the lockdown of the entire DepEd Central Office complex for seven days from 18 to 24 March 2021.**

The CO Clinic and the School Health Division (SHD-BLSS) confirm that **six (6) confirmed positive cases have physically reported to the CO within the past 14 days.**

The five cases (three females, two males) were tested on March 17, 2021 as part of the LGU requirements for their official travel to Central Visayas and the Office of the Undersecretary for Administration (OUA) policy of testing prior to event engagements. Their results were released early morning today, March 18, 2021. The testing was done at the CO on March 17, 2021, when the said cases, all asymptomatic, reported to work for other preparatory activities related to their travel.

Previously one male was tested positive on March 15, 2021 and have reported on that day at the CO.

The recommended lockdown is consistent with the **Operational Guidelines on the Application of the Zoning Containment Strategy in the Localization of the National Action Plan against COVID-19 Response** (per the National Task Force COVID-19 Memorandum Circular No. 2, s. 2020 dated 15 June 2020), which



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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provides for the declaration of a lockdown¹ in a geographic unit such as the Central Office (CO)² if at **least one (1) cluster of cases** composed of either a suspect, probable and/or confirmed COVID-19, where the individuals identified as such have been physically reporting to the CO for the past 14 days.³

The recommended lockdown shall immediately start upon the approval of the Secretary.

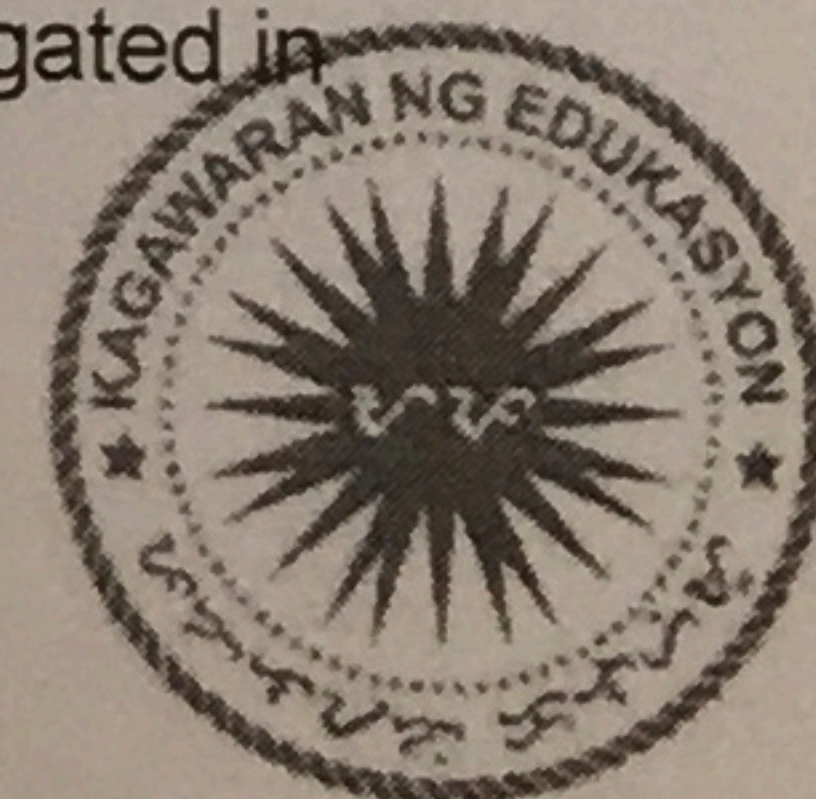
The following shall be strictly observed while the DepEd CO Complex is on lockdown:

1. **All personnel—except for the members of the CO Clinic and other identified staff who may need to physically report for DepEd’s medical and emergency response activities—shall work from home and refrain from leaving their homes.** Leaving one’s home while the DepEd CO complex is on a lockdown will forfeit the purpose of the lockdown which is to restrict movement among personnel and to prevent the possibility of their being exposed to or their exposing others to the virus.
2. Exempted from the lockdown are those whose physical reporting to their respective stations is essential to ensure the continuous and smooth delivery of necessary medical and other health-related services and the urgent provision of any emergency response to personnel concerned, the required monitoring of the situation, and the uninterrupted reporting to the ExeCom of concerns requiring immediate action. The names of the said personnel who will be exempted from the lockdown shall be communicated directly to the Central Security and Safety Office (CSSO) by the concerned ExeCom member.
3. The **DepEd CO Clinic shall continue to trace the close contacts of suspect, probable, and confirmed cases of COVID-19 in the CO**, in coordination with the concerned designated technical staff to provide support in the handling of the said cases in their respective offices. The close contacts shall be advised to isolate themselves from the other

¹ **National Task Force COVID-19 Memorandum Circular No. 2, s. 2020, Section 8.5.1.1.1.** Upon classification of a geographical unit as CrZ, the Local Task Force against COVID-19 (LTF) shall enforce within 24 hours **extremely restrictive perimeter control upon which movement of individuals, regardless of age and health status, within, inbound and outbound the Critical Zone (CrZ) is strictly prohibited**, except for emergency instances such as medical and surgical procedures and treatments, and as determined by the LTF.

² **Section 6.3.3.1.** A **business/work establishment** refers to any establishment where goods are made, stored or processed, **services are rendered and/or business/work is conducted**. It can also be a factory; **government**, non-government, and other statutory offices; call center, hotel, or resort, among others.

³ **Section 6.3.3.2.1.** A small business/work establishment, with less than 1,000 resident occupants **shall be categorized as CrZ, if at least one cluster of cases** composed of either a suspect, probable and/or confirmed COVID-19, where the individuals identified as such have been physically reporting to the business establishment for the past 14 days; **Section 4.5.** Cluster of cases – refers to a presence of two (2) or more cases of either suspect, probable and/or confirmed COVID-19, or any possible source of transmission until proven otherwise, aggregated in a certain area per time period.

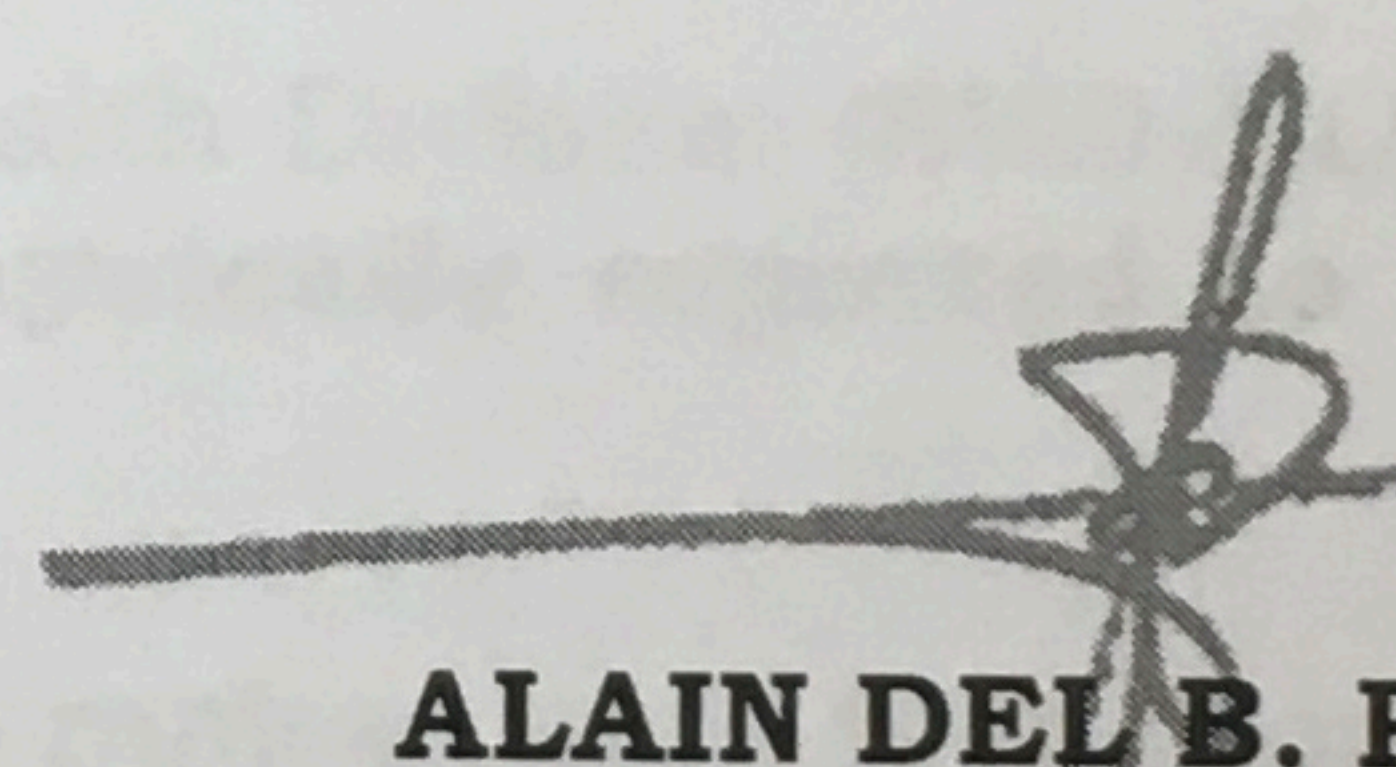
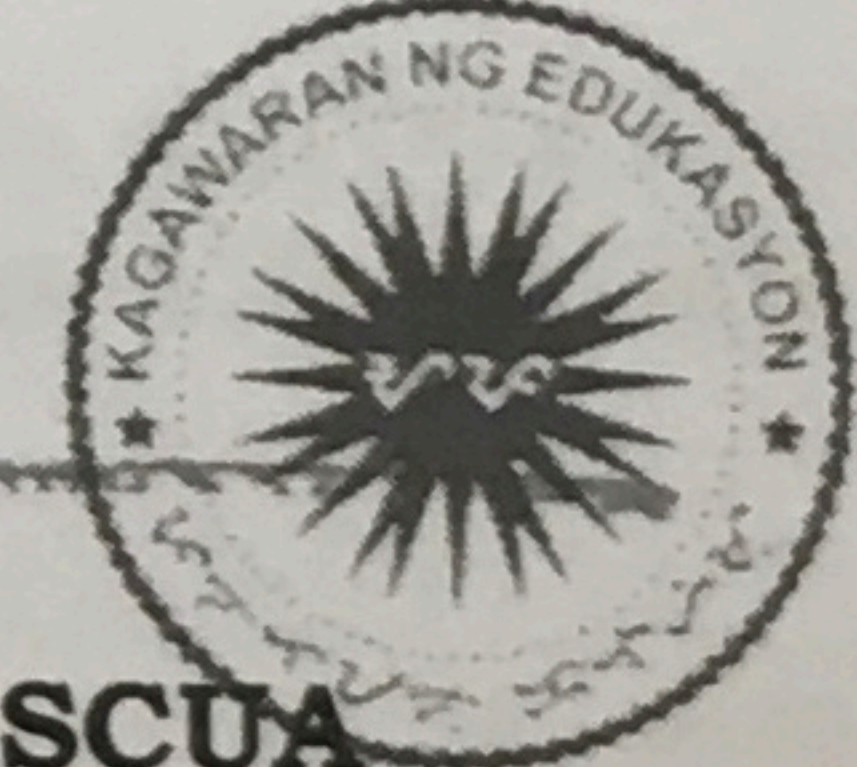


members of their households and to monitor their health status for possible development of symptoms.

4. All personnel shall strictly observe Protocols H-1, H-2, and H-3, per **DTFC Memorandum No. 95**, and immediately inform their Head of Office and the DepEd CO Clinic for any relevant information required in the said protocols.
5. **Intensified disinfection** shall be done in the entire DepEd Complex before the resumption of physical work.
6. Personnel who need to **retrieve work-related materials** from their respective workspaces which are critical to continued service delivery shall be **allowed entry to the DepEd Complex only until 4:00 pm today**, March 18, 2021, for the purpose of securing the said items, provided that required health measures are strictly adhered to.

The DTFC, through the Disaster Risk Reduction and Management Service (DRRMS) and SHD-BLSS, shall inform the local government of Pasig City about the declaration of the lockdown in the DepEd Complex and conduct the necessary coordination regarding the identification of the DepEd CO as one of the geographic units under its jurisdiction in its Zoning Containment Strategy, through its Local Task Force against COVID-19.

For the approval of the Secretary.

ALAIN DEL B. PASCUA

Undersecretary
Chairperson, DepEd Task Force COVID-19



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