
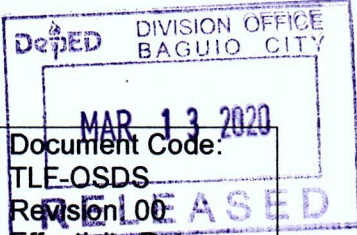
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	DIVISION MEMORANDUM		

DIVISION MEMORANDUM
 No. 166, s. 2020

Creation of Division Task Force COVID-19

To: **All Division Office Personnel**
Public and Private School Heads
All Others Concerned

- In relation to the Office's efforts to increase disaster resilience and preparedness measures among DepEd learners and personnel on the threat of the Coronavirus 2019 (COVID-19), this Office created a Division Task Force COVID-19 to implement guidelines from the National Task Force COVID and to provide guidance to internal stakeholders on the preparedness and response measures of the Schools Division relative to COVID-19.
- Below are the composition of the said task force and its corresponding terms of reference:

COMMITTEE	MEMBERS	TERMS OF REFERENCE
Management	SDS, ASDS, Chiefs (CID, SGOD)	<ul style="list-style-type: none"> • Issues policy guidelines in the division-level • Attends inter-agency meetings • Conducts daily meetings • Clears information for release to media
Planning	P&R, YFC, PDO II-DRRM	<ul style="list-style-type: none"> • Provides real-time data relative to COVID • Acts as secretariat during meetings
Partnership and Linkages	SocMob, Legal Unit	<ul style="list-style-type: none"> • Coordinates with identified partners for the provision of assistance/interventions • Prepares MOU/MOA with identified partners

		for the provision of response
Communication	ICT, PDO II-LRMDS, Division Information Officer	<ul style="list-style-type: none"> • Prepares IEC materials, Posts advisories and IEC materials at the DepEd Website and in conspicuous places • Disseminates Advisories from responsible agencies (i.e. DOH, PIO)
Logistics	Admin(Supply, Cash) Finance (Budget and Acctg)	<ul style="list-style-type: none"> • Allocation of budget for emergency purposes • Facilitates the procurement process specific for COVID prevention
Human Resource	HRDS	<ul style="list-style-type: none"> • Conducts Orientations on COVID, preparedness measures, response and recovery; Updates list of PFA Providers
Health and Nutrition	All Medical Doctors, Dentist, Nurses and Other Health Personnel	<ul style="list-style-type: none"> • Provides medical services • Receives data from Planning Team for appropriate action and further referral • Monitor progress on the health status of reported cases both learners and personnel.
Monitoring and Evaluation	PSDS, SMME	<ul style="list-style-type: none"> • Monitor schools on the implementation of policy guidelines and directives released • Assists City Health Officials if there are disinfection activities • Identifies possible temporary learning space in case the school cannot be used as learning center • Updates schools on the COVID situation of the Schools Division
Education Continuity	EPS, LRMDS, ADM Coordinator	<ul style="list-style-type: none"> • Ensures the availability of learning modules to be

		<p>used during extended suspension of classes</p> <ul style="list-style-type: none"> • Delivers learning materials and other needed resources (if available) to identified recipients • Provides strategies for education continuity • Provides needed learner modules • Implement, monitor and submit report to DRRMS on status of curriculum related interventions, as needed.
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3. The committees formed will convene every Thursday at 9:30AM and/or as needed to evaluate situation and to provide strategies on how to deliver basic education to learners.
4. Immediate and wide dissemination of this Memorandum to all concerned is desired.



MARIE CAROLYN B. VERANO, CESO V
 Schools Division Superintendent