



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OFFICE-SCIENCE CITY OF MUNOZ

August 3, 2020

**DIVISION MEMORANDUM**

No. 138, s. 2020

To:

Assistant Schools Division Superintendent  
Division Chiefs  
Education Program Supervisors  
SDO Unit Heads  
Public Elementary and Secondary School Heads  
All other concerned

**ADOPTION AND STRICT ADHERENCE TO THE GUIDELINES ON THE REQUIRED HEALTH STANDARDS IN BASIC EDUCATION OFFICES AND SCHOOLS**

1. In consonance with DepEd Order No.14 s. 2020 or the Guidelines on the Required Health Standards in Basic Education Offices and Schools, the Schools Division Office of Science City of Munoz and all Public Elementary and Secondary Schools are hereby instructed to adopt and strictly adhere to the aforementioned guidelines to ensure the health, safety and well-being of learners, teaching and non-teaching personnel in the workplace and in all DepEd premises.
2. All DepEd personnel are instructed to do the following:
  - a. wear surgical face mask and face shield;
  - b. filing up of health declaration at the guard house and submitting oneself to temperature check through a thermal scanner;
  - c. practice physical distancing of 1-2 meters apart at all times during official working hours;
  - d. discussion in groups especially during break time is not allowed;
  - e. dipping of feet in foot bath and frequent handwashing of soap and/or rubbing of alcohol-based solution or antiseptic;
  - f. practice of proper cough and sneezing etiquette and
  - g. regular disinfection of frequently held objects like cellphones, desktop computer, laptop and office tables are highly encouraged.

*Loyal, Excellent, Accountable and Dedicated to Service*

Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806 -2192; Email Address: [munozscience.city@deped.gov.ph](mailto:munozscience.city@deped.gov.ph)



DEP - EISCM-QMS-QMR-QSF-008 Rev.04 (01.31.20)



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3. Personnel found to be non-compliant shall be meted with corresponding administrative sanction.
4. For queries, please feel free to contact MARIANNE C. CORONEL, MD through [marianne.coronel@deped.gov.ph](mailto:marianne.coronel@deped.gov.ph) or at cellphone number 09285040801.
5. Immediate and wide dissemination of this Memorandum is earnestly desired.

**DANTE G. PARUNGAO, CESO VI**  
Officer-in-Charge  
Office of the Schools Division Superintendent

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