



Republic of the Philippines  
**Department of Education**

REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

October 20, 2020

**DIVISION MEMORANDUM**

No. 192 , s. 2020

To: Assistant Schools Division Superintendent  
Division Chiefs  
Education Program Supervisors  
Unit Heads  
Public Elementary and Secondary School Heads  
Teaching and Non -Teaching Personnel  
All other concerned

**GUIDELINES ON THE PROPER USE OF PPE, DISINFECTION OF LEARNING MATERIALS AND APPROPRIATE ACTION TO BE TAKEN BY SCHOOLS DURING SCHOOL LOCKDOWN**

1. In the light of COVID-19 Pandemic and continuous increase in the number of COVID 19 cases and incidence of school lockdown in the community, the following guidelines shall be implemented in order to ensure the health and safety of all DepEd Personnel, Learners, Parents and all Stakeholders in all Public Elementary and Secondary Schools during the opening of classes, distribution and retrieval of learning materials both inside DepEd Schools and Barangay Hall, on the proper use of Personal Protective Equipment, disinfection of learning materials and appropriate action to be taken by the school during school lockdown.

2. The following guidelines as follows are in accordance with DepEd Order no.14 s. 2020 entitled Guidelines on the Health Standards and Protocols in Basic DepEd Offices and Schools.

**A. PROPER USE OF PPE**

- Wearing of facemask and face shield are mandatory inside DepEd Offices and Schools at all times.
- Use of non-sterile/ rubber gloves are required while handling learning materials/modules during reproduction, sorting, distribution, UV sterilization and retrieval of learning materials.
- Wearing of Hazmats/ Gown/Suit is required among DepEd personnel during face to face distribution and retrieval of learning materials with physical distancing of 2 meters apart while in the school gym and Barangay. On the



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)

DSCM-QMS-QMR-QSF-008 Rev.04 (01.31.20)



Certificate No. 50500731 QM15



Republic of the Philippines  
Department of Education

REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

other hand, use only face mask, face shield and non-sterile gloves if the school opted to do Window Transaction.

- A facemask should be disposed of when it becomes soiled on either side or when the user is done with wear. Touch only the ear loop part of the mask. When removing non-sterile gloves, avoid touching the outer part of the glove and pull it inside out and disposed in a plastic bag properly labeled as infectious material. Disinfect face shield every after use and immediately wash your hands with soap and water.
- Properly disposed used face mask, face shield, and non-sterile gloves in a plastic garbage bag properly labeled as infectious waste material and wash hands immediately with soap and water.
- When removing the gown, untie all ties or unsnap all buttons and do so in a gentle manner avoiding a forceful movement, and reach up the shoulders and carefully pull gown down and away from the body.
- Wash the gown separately using a detergent bleach with a dilution of 1:9 parts per liter and hang dry.

#### B. DISINFECTION OF LEARNING MATERIALS

- Personnel in charge in the disinfection process should wear appropriate PPE such as face shield, face mask and non -sterile gloves.
- Modules or Learning materials shall be disinfected using direct sunlight or UV sterilization for 5 mins prior to distribution.
- Store retrieved learning materials in a certain room and leave it untouched for 72 hours before undergoing the process of UV sterilization for 5 mins to avoid contamination and spread of possible infectious diseases through fomites such as papers or frequently hand held objects that can serve as vehicle for transmission of infection.
- Immediately disinfect and sanitize the room used.

#### C. SCHOOL LOCKDOWN AND SCHOOL CONTINGENCY PLAN

- In times of School lockdown, the concerned school shall be closed for 4 days for intensive disinfection of all its premises.
- All School Heads shall prepare the School Contingency Plan to be used in case of School Lockdown to address all its immediate concerns.
- Enclosed to this Memorandum is the Contingency Plan Template to be accomplished and submitted by all School Heads on or before October 26,2020.
- The School Head shall inform the Division COVID -19 Focal Person/ Medical Officer in the person of Marianne C. Coronel, MD via CP number 09285040801 for proper coordination and appropriate action to be done.



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)

DSCM-QMS-QMR-QSF-008 Rev.04 (01.31.20)



Certificate No. 50500731 QM15



Republic of the Philippines  
**Department of Education**

REGION III – CENTRAL LUZON  
 SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

- All concerned DepEd Personnel once classified as Active Case, Probable, Suspect, Close Contact or PUM shall undergo a 14-day home or Isolation Facility quarantine as advised by the Local COVID-19 IATF/CHO of the Local Government Unit.
- All concerned DepEd personnel shall present a quarantine clearance from the CHO upon returning to work and will serve as an attachment to the medical certificate to be issued by the Medical Officer III.

3. Strict compliance of this memorandum is expected.

Enclosure to Division Memorandum No.\_\_\_\_,s.2020

**CONTINGENCY PLAN TEMPLATE**

OCCURRENCE/ SCENARIO	ACTIONS TO BE TAKEN	TIME FRAME (No. of Hours/Day)	PERSONS INVOLVED	RESOURCES NEEDED

  
**DANTE G. PARUNGAO, CESO VI**  
 OIC- Schools Division Superintendent



Loyal, Excellent, Accountable and Dedicated to Service

Address: Brgy. Rizal, Science City of Muñoz, 3119  
 Telephone No.: (044) 806 -2192; Email Address: [munozonecity@deped.gov.ph](mailto:munozonecity@deped.gov.ph)  
 DSCM-QMS-QMR-QSF-008 Rev.04 (01.31.20)



Certificate No. 50500731 QM15



Republic of the Philippines  
**Department of Education**

REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

---

SGOD/SHNS/MCC

---

*Loyal, Excellent, Accountable and Dedicated to Service*



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

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

DSCM-QMS-QMR-QSF-008 Rev.04 (01.31.20)



Certificate No. 50500731 QM15