



Republic of the Philippines  
**Department of Education**

01 FEB 2020

DepEd MEMORANDUM  
No. **011**, s. 2020

**CREATION OF A TASK FORCE FOR THE MANAGEMENT OF THE DEPARTMENT OF EDUCATION RESPONSE TO NOVEL CORONAVIRUS ACUTE RESPIRATORY DISEASE**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

1. The Department of Education (DepEd) regards the novel coronavirus (nCoV) Acute Respiratory Disease (ARD) as a matter of serious and urgent concern. It stands ready to contribute to the overall Philippine government efforts for the management of this public health situation.

2. A **Task Force for the Management of DepEd Response to nCoV ARD (DepEd Task Force nCoV)** is hereby created to lead the overall efforts of the Department within the school system in addressing the situation through formulation of policies and development of strategies and action plans.

3. The **DepEd Task Force nCoV** is composed of the following:

**a. Policy Group**

Chairperson: **The Secretary**

Members: **Undersecretary for Administration**  
**Undersecretary for Personnel, Welfare, and Field Operations**  
**Undersecretary for Planning, Human Resource and**  
**Organizational Development, and Field Operations**  
**Undersecretary for Legal Affairs**  
**Undersecretary/Chief of Staff**  
**Director IV/Regional Director, National Capital Region**

**b. Operations Group**

Head: **Assistant Secretary for Administration**

Members: **Quick Response and Recovery Team members** (per DepEd Order No. 44, s. 2018) *with School Health Division as lead*

4. The Task Force is mandated to undertake the following:

a. Cooperate with the Department of Health (DOH) and the *Inter-Agency Task Force for the Management of Emerging Infectious Diseases in the Philippines* on overall Philippine government efforts on addressing the nCoV ARD;

*Policy level*

- b. Coordinate with the DOH for the implementation of its guidelines in response to the situation, including any decision for school/office lockdown or suspension of classes/work in specific localities should a need arise;
- c. Promulgate standard protocols in response to the nCoV ARD in DepEd offices and schools, as well as in activities organized, or participated in, by the Department, which may include travel restrictions if necessary;
- d. Issue advisories which may contain policy directives for implementation and compliance by all DepEd units;
- e. Establish a system to monitor the situation in the Central Office (CO), field offices and schools and regularly meet for assessment and adjustments of existing policy issuances, guidelines, or protocols;
- f. Set up a communication protocol and identify an official portal/platform for prompt dissemination of, and quick access to, relevant official information;
- g. Adopt information dissemination strategies on nCoV ARD and its prevention, control, and management to promote positive health behaviors, and address public fear and anxiety;
- h. Supervise the Operations Group of the Task Force;

*Operational level*

- i. Monitor the situation in the Central Office, field offices, and schools and ensure the implementation of the DOH guidelines, DepEd standard protocols, and policy directives on nCoV ARD;
  - j. Liaise with the DOH teams who are engaged in the task of tracing individuals who were in contact with and may have been exposed to person/s who are confirmed to have nCoV ARD;
  - k. Work with the DOH on referral, management, and treatment of cases;
  - l. Launch awareness campaigns consistent with the information dissemination strategies adopted by the Policy Group;
  - m. Provide technical assistance to the field offices and schools;
  - n. Network and coordinate with other offices within DepEd, with relevant government agencies and organizations, and with local government units on resource generation, mobilization for public awareness campaigns, technical assistance, referral and treatment, and other needed support;
  - o. Submit regular status updates and situation reports to the Policy Group in the monitoring of the nCoV ARD in offices and schools; and,
  - p. Perform such other functions and activities as may be necessary to carry out the provisions of this Memorandum, or as the Secretary and Policy Group may direct.
5. The Secretariat of the Task Force shall be the staff of the School Health Division, BLSS.
6. For information, contact the **School Health Division, Bureau of Learners Support Services**, at telephone number (02) 8632-9935 or email at [blss.shd@deped.gov.ph](mailto:blss.shd@deped.gov.ph).
7. Immediate dissemination of this Memorandum is desired.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encl: None  
Reference: DepEd Order (No. 44, 2. 2018)

To be indicated in the Perpetual Index  
under the following subjects:

BUREAUS AND OFFICES  
COMMITTEES

OFFICIALS  
SCHOOL HEALTH