

TESDA CIRCULAR

SUBJECT: Adoption of Measures for the Management of the Corona Virus Disease 2019 (COVID-19) Situation		Page 1 of 3 page/s Number <u>044</u> Series of 2020
Date Issued: 13 March 2020	Effectivity: Immediately	Supersedes: Any issuances inconsistent herewith

In view of the pronouncement of President Rodrigo Roa Duterte on 12 March 2020 raising the Code Alert System for the Corona Virus Disease 2019 (COVID-2019) in the country to Code Red Sublevel 2 and imposing the Stringent Social Distancing Measures in the National Capital Region (NCR) for thirty (30) days, TESDA shall observe and implement the following:

I. SUSPENSION OF CLASSES AND CONDUCT OF COMPETENCY ASSESSMENT

- A. All classes in TTIs and TVIs within Metro Manila are suspend until 12 April 2020. Whenever applicable, trainees shall be allowed to fulfill their educational requirements through appropriate means during the said period. After the period of suspension, all classes shall resume to complete the required number of training hours. Provided, that the District Offices shall be responsible in coordinating with the school administrators to ensure proper information dissemination of the said suspension.
- B. The conduct of competency assessment shall likewise be suspended during the same period.
- C. Other Regional Offices shall adhere to the pronouncement of their respective Local Government Units (LGUs) on the suspension of classes.

II. MASS GATHERINGS

All mass gatherings, defined as a planned and spontaneous event where the number of people attending could strain the planning and response resources of the community hosting the event, in Metro Manila which involves the participation of TESDA personnel and its trainees are deemed suspended during the same period. This includes but is not limited to the following:

- a. Flag Raising Ceremonies;
- b. In-house trainings; and
- c. Other similar events involving large groups.

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III. SUSPENSION OF WORK IN THE CENTRAL OFFICE, TESDA-NCR AND ITS DISTRICT OFFICES, AND THE REGIONAL OFFICE OF TESDA REGION IV-A

- A. Work in all TESDA Offices within Metro Manila shall be suspended during the said period provided that a skeletal workforce shall be formed in order to maintain unimpeded delivery of services to the public.
- B. All heads of offices/operating units shall be responsible in ensuring that their respective offices continue to function.
- C. All personnel including those under contractual and job order services shall ensure that during the suspension of work, delivery of the required service shall not be hampered.

IV. TRAVEL RESTRICTIONS

- A. All applications for leave for personal foreign travels shall be covered by the pertinent issuances of the Civil Service Commission (CSC).
- B. Attendance to foreign trainings in countries with localized COVID-19 transmissions shall not be allowed during the said period.
- C. TESDA officials and employees who have history of travel from countries with identified cases of COVID-19 must ensure that they have submitted themselves to "self-quarantine" in their homes or any appropriate health facility for fourteen (14) calendar days upon arrival in the Philippines.

V. MISCELLANEOUS PROVISIONS

- A. Everyone is advised to observe all safety and precautionary measures as promulgated by the Department of Health (DOH) and to cooperate with any efforts of the government to prevent the spread of the COVID-19 until the State of Public Health Emergency is lifted.

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- B. The fourteen (14)-day self-quarantine shall be imposed to those who have been exposed to persons infected with the COVID-19.
- C. Those who feel sick with the COVID-19-like symptoms must immediately inform his/her supervisor, voluntarily seek immediate medical attentional and/or go on self-quarantine, as deemed necessary upon the advice and certification of a licensed government or private physician.
- D. For health and safety measures, the following shall be observed:
 - 1. The proper cough etiquette should be practiced – maintain distance and cover the mouth with a tissue or the crook of one’s elbow when coughing or sneezing;
 - 2. Frequent handwashing must be practiced; and
 - 3. Clean and disinfect high-touch surfaces daily in common areas (e.g. tables, hard-backed chairs, doorknobs, light switches, handles, desks, toilets, and sinks)
- E. All Regional Offices outside Metro Manila are hereby advised to adhere with the pronouncements of their respective LGUs.

VI. EFFECTIVITY

This Circular shall take effect as indicated.


SEC. ISIDRO S LAPEÑA, PhD, CSEE
Director General 