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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**DepEd Task Force COVID-19**  
**MEMORANDUM No. 104**  
02 September 2020

For: **Secretary Leonor Magtolis Briones**  
**Undersecretaries and Assistant Secretaries**  
**Bureau and Service Directors**  
**Regional Directors and BARMM Education Minister**  
**Central Office Personnel**

Subject: **REITERATING THE NEED TO SELF-REPORT**  
**HEALTH STATUS, INCLUDING POSSIBLE COVID-19**  
**EXPOSURE**

The DepEd Task Force COVID-19 (DTFC) has observed **several instances when COVID-19 cases** (exposure, close contacts, suspect, probable, confirmed) were reported late, or were not properly reported per existing protocols, or were not reported at all (e.g., the DTFC or the CO Task Force learned about the case through other means). The following are actual examples:

Case	Remarks
One exposure to a confirmed case (eventually tested positive of COVID-19)	The personnel continued to report to work even after having been exposed to a confirmed case at home. The personnel did not inform the CO Clinic medical doctor about the said exposure and continued to physically report to work when he/she already began to show symptoms. Even when the personnel eventually became a confirmed case, it took more than 24 hours before the CO Clinic was informed about it. Several other personnel who had been exposed to the personnel concerned had continued to report to work, unaware that they had been exposed to the virus and could possibly be carrying the virus.
One confirmed case	The personnel concerned had already been hospitalized for more than 15 days before the DTFC learned about the case (not reported through established channel).



**Office of the Undersecretary for Administration (OUA)**

*[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers' Camp (BTC), Central Security & Safety Office (CSSO)]*

Department of Education, Central Office, Meralco Avenue, Pasig City  
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: +63286337203, +63286376207  
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo



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One confirmed case	The personnel concerned had already been hospitalized for several days before the family reached out to DepEd requesting for assistance.
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In this regard, the DTFC reiterates the following provision of **DTFC Memorandum No. 95** or the Updated Protocols in Handling, Managing, and Testing of Reported COVID-19 Cases and Close Contacts at the Central Office (note: the same has been stipulated in the earlier issuance, DTFC Memo 68):

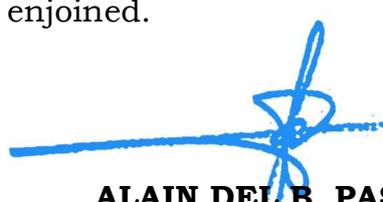
*“All personnel shall inform **within 24 hours** their immediate supervisor/ Head of Office (Bureau/ Service Director and ExeCom Lead) and the CO clinic medical doctor, if they are notified or they learn that they have been exposed to a close contact of a confirmed COVID-19 case or that they themselves are the close contact or the confirmed COVID-19 case. The CO clinic medical doctor shall immediately conduct the appropriate assessment and necessary intervention and shall take charge of informing the CO Task Force COVID-19 about the case.”*

It is further reiterated that such provision applies to **both personnel on site and personnel who are working from home.**

The DTFC understands that some may have reservations in disclosing such personal information and that the personnel cited above have their own reasons for not reporting immediately their status through the established set-up, but the DTFC underscores that **the timely reporting** of information about one’s being exposed to close contacts or suspect/probable/confirmed cases or being such cases is **beneficial to all concerned** in many ways possible, to wit:

1. Contact tracing within the Central Office can be done immediately and those exposed to the personnel concerned can be advised to isolate and monitor self for possible development of symptoms.
2. The personnel concerned will be provided with the necessary assistance by the Central Office Task Force COVID-19 and the Quarantine Management Team.
3. Situations when the media get to know first about the case ahead of DepEd key decision makers can be avoided.

The cooperation of all concerned is enjoined.




**ALAIN DEL B. PASCUA**  
Undersecretary  
Chairperson, DepEd Task Force COVID-19

