



March 19, 2020

**DIVISION MEMORANDUM**

No. 97, s. 2020

**GUIDELINES ON THE USE OF DEPED SCHOOLS  
AS ISOLATION UNITS/QUARANTINE AREAS FOR COVID-19**

To : **Chief, School Governance and Operations Division (SGOD)**  
**Chief, Curriculum Implementation Division (CID)**  
**District In-Charge**  
**Elementary and Secondary School Heads**  
**All School DRRM Coordinators**  
**This Division**

1. Attached is the DepEd Task Force Covid-19 Memorandum No. 10 dated March 15, 2020 on the *GUIDELINES ON THE USE OF DEPED SCHOOLS AS ISOLATION UNITS/QUARANTINE AREAS FOR COVID-19*.
2. Also attached are the MOA template between School and LGU, and template of DRRM report on monitoring on the use of physical facilities and resources.
3. Daily report of schools used as isolation units will be sent to the Division DRRM section via email [jolito.vince@deped.gov.ph](mailto:jolito.vince@deped.gov.ph).
4. Immediate and wide dissemination of this Memorandum to all concerned is desired.

  
**AGUSTINES E. CEPE, CESO V**  
Schools Division Superintendent

AEC/jpv/3-19-2020





MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This deed, made and executed by and between:

Mr. \_\_\_\_\_ (name of school head) school head of \_\_\_\_\_ (name of school) with resident and postal address \_\_\_\_\_ referred as the first party;

and

The Local Government Unit (LGU) represented by \_\_\_\_\_ (Name of the Brgy. Captain) of Brgy. \_\_\_\_\_, hereinafter referred to as the second party;

WITNESSETH THAT

WHEREAS, Local Government Unit (LGU) of Tangub City represented by \_\_\_\_\_ (Name of the Brgy. Captain) is looking for an isolation unit or quarantine area in order to promote community welfare to be protected from the spread of COVID-19.

\_\_\_\_\_ (Name of the School Head) is the present school head in the school which classes are already suspended, with available rooms/areas for quarantine of suspected COVID-19 PUM.

WHEREAS, both parties bind themselves and agree as follows:

1. Public Health Emergency is declared in Misamis Occidental per Provincial Executive Order No. 42 and Tangub City Executive Order No. 38 respectively;
2. Both parties at all times will abide the principles enshrined in the Children's Emergency relief and Protection Act (RA 10821), particularly on the use of schools and child development centers as evacuation centers;
3. The second party, the LGU represented by the Brgy. Captain shall take charge of the management of the school used as an isolation unit or quarantine area;
4. The first party, all teaching and non-teaching personnel shall not be engaged for purposes other than monitoring the use of school physical facilities;



5. Division Health and Nutrition Personnel may provide support for the LGU in managing the school used as isolation unit or quarantine area, provided that the second part the LGU provides adequate and appropriate training, personnel protective equipment, and other needed resources;
6. The second party, the LGU shall facilitate the general cleaning, fumigation, payment of utilities, and repair and/or replacement of school facilities, equipment, and/or resources damaged or destroyed as a result of the use of the school as an isolation unit or quarantine area. The LGU concerned is given a maximum of one (1) week to clean-up/fumigate the school premises after the duration of emergency to prepare for the use of schools for education purposes; and
7. The second part LGU shall provide all amenities and resources required for the use of the school as an isolation unit or quarantine area;

This Memorandum of Agreement shall take effect immediately.

IN WITNESS WHEREOF, the parties have hereto affix their respective signatures this \_\_\_\_\_<sup>th</sup> of \_\_\_\_\_ 2020 at Tangub City, Occidental, Philippines.

\_\_\_\_\_  
 Party of the First Part  
 Res. Certificate No. \_\_\_\_\_  
 Date Issued \_\_\_\_\_

\_\_\_\_\_  
 Party of the Second Part  
 Res. Certificate No. \_\_\_\_\_  
 Date Issued \_\_\_\_\_

\_\_\_\_\_  
 Witness

\_\_\_\_\_  
 Witness

SUBSCRIBED AND SWORN TO BEFORE ME this \_\_\_\_\_ day of \_\_\_\_\_ 2019 in Tangub City, Philippines.

AEC/jpv/3-19-2020







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

DepEd Task Force COVID-19  
**MEMORANDUM No. 10**  
15 March 2020

**For: SLMB AND EXECOM**

**Proposal: GUIDELINES ON THE USE OF DEPED SCHOOLS  
AS ISOLATION UNITS/QUARANTINE AREAS FOR COVID-19**

Following the declaration of a State of Public Health Emergency due to the Corona Virus Disease (COVID-19) and the growing cases of local transmission, some Local Government Units (LGU) are requesting for the use of DepEd schools as isolation units or quarantine areas, and to support the public health efforts of the LGUs, **DepEd schools may be used as isolation units or quarantine areas upon the request their respective Local Government Unit (LGU) under the following conditions:**

1. There is no other available place or structure which may be used as an isolation unit or quarantine area. The school will only be used as a last resort;
2. Classes are already or will be suspended;
3. The School Head, with the support of the Schools Division Office, shall:
  - a. Prepare and implement work protocols that would not require personnel to report to the school for the performance of regular functions during the duration of the school's use as an isolation unit or quarantine area;
  - b. Ensure the safekeeping and/or proper storage of all learning and education materials, resources, equipment, and school records;
  - c. Document the condition of school facilities and resources before, and after the usage and fumigation to serve as basis for repair, maintenance, and/or replacement;
4. The school, with the support of the Schools Division Office, shall execute a Memorandum of Agreement with the LGU defining the roles and responsibilities of each party. The contents shall include, but shall not be limited to, the following:
  - a. That this arrangement is only effective when there is a declaration of public health emergency or state of calamity by national or local authorities, and should only be effective during the said period;
  - b. Adherence at all times to the principles enshrined in the Children's Emergency Relief and Protection Act (RA 10821), particularly on the use of schools and child development centers as evacuation centers;

**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)*

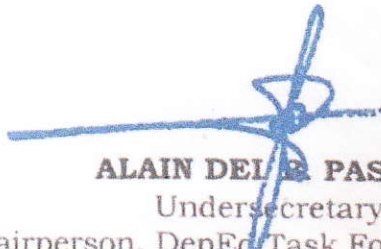
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Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtagyo





- c. The LGU shall take charge of the management of the school used as an isolation unit or quarantine area;
  - d. All teaching and non-teaching personnel, other than School Health and Nutrition Personnel, shall not be engaged for purposes other than monitoring the use of school facilities and resources;
  - e. School Health and Nutrition Personnel may provide support to the LGU in managing the school used as an isolation unit or quarantine area, provided that the LGU provides adequate and appropriate training, personal protective equipment, and other needed resources;
  - f. The LGU shall facilitate the general cleaning, fumigation, payment of utilities, and repair and/or replacement of school facilities, equipment, and/or resources damaged or destroyed as a result of the use of the school as an isolation unit or quarantine area. The LGU concerned is given a maximum of one (1) week to clean-up/fumigate the school premises after the duration of emergency to prepare for the use of schools for education purposes;
  - g. The LGU shall provide for all amenities and resources required for the use of the school as an isolation unit or quarantine area;
5. Disaster Risk Reduction and Management (DRRM) Coordinators shall perform the following:
- a. School DRRM Coordinators shall provide support in monitoring the use of school facilities and resources; and
  - b. Division DRRM Coordinators shall coordinate with concerned School Heads for the monitoring of the use of schools as isolation units, and shall provide daily updates to the Disaster Risk Reduction and Management Service (DRRMS) on the following:
    - Name of School
    - School ID
    - No. of rooms/facilities used
    - No. of individuals (occupants)
    - No. of learners (occupants)
    - Starting date of usage
    - Last date of usage
    - Key issues and/or needs
  - c. Regional DRRM Coordinators shall provide technical support to Division DRRM Coordinators, and perform other functions as may be required.

For consideration and approval.

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

