



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

---

May 15, 2020

**OFFICE MEMORANDUM**

No. **977**, s. 2020

To: Regional Office Division Chiefs  
Section/Unit Heads  
All Others Concerned

**ENHANCED COVID-19 PRECAUTIONARY MEASURES AT DEPED REGIONAL OFFICE VIII**

1. Attached are the Enhanced COVID-19 Precautionary Measures that will be followed by all personnel and visitors in this Office.
2. For more queries, Dra. Ma. Elsa N. Gerona can be reached at 09154406230 (globe).
3. Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**RAMIR B. UYTICO EdD, CESO IV**  
Director IV 



Enclosure to Office Memorandum No. 177, s. 2020

Enhanced Precautionary Measures at DepEd RO VIII  
(Enhancement to Office Memorandum No. 127, s. 2020)

In consonance with the prevention of Covid-19, the following enhanced measures shall be strictly observed:

1. All employees and visitors must:
  - approach the guard-on-duty for temperature check using thermal scanner. If found having fever (with temperature of 37.5 C and above) the guard-on-duty shall guide the concerned person to School Health Section-ESSD for immediate consultation.
  - (Visitors) present Medical certificate that he/she is not a PUM, PUI, nor with history of travel from abroad, Manila, Cebu City, Calbayog City, Catbalogan City, Tarangnan,(Samar) and Burauen, (Leyte);
  - proceed to the designated hand washing area;
  - apply alcohol-based hand sanitizer before entering offices; and
  - consider the lobby as the Waiting Area.
2. All employees are advised to:
  - use the face recognition on checking in and out, instead of Biometrics;
  - avoid shaking hands, hugging, or laying of hands with anyone;
  - eat lunch at their respective tables, one (1) meter apart from each other;
  - cover mouth and nose when coughing or sneezing with cloth or tissue paper;
  - practice proper hand washing frequently withy soap and water;
  - clean tabletops, doorknobs, bathroom fixtures toilets, phones, keyboards, and other "frequently touched" areas, regularly.
3. Drivers shall sanitize the vehicles before and after using.
4. School Health Section shall manage the adherence to the guidelines and shall keep records of cases of employees who are suspects of Covid-19.
5. Flag Ceremony (Monday) and Flag Retreat (Friday) and temporarily suspended.
6. As a general rule, "No Mask, No Entry", and everybody shall observe strictly social distancing (1 meter apart).