



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

February 15, 2021

OFFICE MEMORANDUM

No. **053**, s. 2021

To: Director III
Regional Chiefs, Unit, and Section Heads
All Others Concerned

**REIMBURSEMENT OF RT PCR TEST EXPENSES FOR REGIONAL OFFICE VIII
EMPLOYEES EXHIBITING COVID-19 SYMPTOMS**

1. In line with the implementation of the Republic Act 11494 also known as "Bayanihan to Recover as One Act," this Office strongly supports the government's efforts to provide COVID-19 response and recovery interventions and promote resiliency in the midst of a health crisis. The Office likewise ensures implementation of the DepEd Order No. 014, s. 2020 dated June 25, 2020 titled "Guidelines on the Required Health Standards in Basic Education Offices and Schools which directs provision of amount to subsidize indicated testing for learners, teachers, and personnel charged to available funds in CO, ROs, SDOs, and Schools/CLCs under the General Appropriations Act (GAA) and/or other sources of funds.
2. In view thereof, this Office shall allow reimbursement of RT PCR Test expenses for Regional Office VIII employees exhibiting COVID-19 symptoms only upon the recommendation of DepEd Regional Office VIII Task Force through the Medical Officer IV.
3. The decision of the DepEd Regional Office VIII Task Force shall be based on the Department of Health Memorandum No. 2020 – 0439 titled Omnibus Interim Guidelines on Prevention, Detection, Isolation, Treatment, and Reintegration Strategies for COVID-19.
4. To ensure proper management of the COVID-19 cases in the Regional Office, the School Health Section of the Education Support Services Division shall closely monitor the health conditions of all Regional Office employees especially those exhibiting COVID-19 signs and symptoms and shall conduct diagnostic assessment as basis for interventions.
5. The following documents shall be required for RT PCR Test reimbursement:
 - a. Official Receipt;
 - b. RT PCR Result (Swab Test Result);



- c. Letter Request for Reimbursement addressed to the Head of Agency;
 - d. Recommendation Letter from the Medical Office IV stating therein that the claimant is recommended to RT PCR Test;
 - e. Obligation Request and Status (for regular fund);
 - f. Budget Utilization Request and Status (for Trust and other funds); and
 - g. Disbursement Voucher (DV)/Payroll
6. Immediate dissemination of and strict compliance with this Memorandum are desired.


MA. GEMMA MERCADO LEDESMA
Regional Director

ORD-PAU-JFC

