



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

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**Office of the Schools Division Superintendent**

DIVISION MEMORANDUM

No. 382 , s. 2021

**ADDENDUM TO DIVISION MEMORANDUM NO. 321  
PROTOCOLS IN HANDLING, MANAGING AND REPORTING CONFIRMED COVID-19  
CASES AND CLOSE CONTACTS**

TO : Assistant Schools Division Superintendents  
Chief, CID and SGOD  
Senior Education Program Specialists/Education Program Specialists II  
Public Schools District Supervisors/Districts-in-charge  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In addition to the protocols stated in Division Memorandum No. 321 s. 2021, all confirmed cases must comply with the following upon returning to work:
  - a. Medical certificate issued by Municipal Health Officer stipulating having finished quarantine or tested negative for COVID-19;
  - b. Official Leave Form 6 indicating “COVID” in the space for “OTHERS”
  - c. Application for Reinstatement
2. All first generation close contacts who are subjected to home quarantine must comply with the following upon returning to work:
  - a. Medical certificate issued by Municipal Health Officer stipulating having finished quarantine or tested negative for COVID-19
  - b. Daily accomplishment report on days of home quarantine inasmuch as those on home quarantine are considered to be on a work from home arrangement (Protocol B and C, DM 321 s. 2021)
  - c. Recommendation for Work-from-Home arrangement issued by Division Medical Officer
3. First generation close contacts who are recommended for home quarantine while waiting for their swab schedule are considered on a work from home arrangement, thus, accomplishment report shall be required. If accomplishment report is submitted for those days on work from home due to mandatory quarantine, personnel shall not be marked absent. However, when the personnel on mandatory quarantine while waiting for the swab test yields a positive result, no accomplishment report shall be required for those days in isolation by the time the personnel is declared positive.

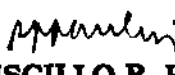


**Address:** Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
**Telephone Nos.:** (035)225-2838 / 225-2376 / 422-7644  
**Email Address:** negros.oriental@deped.gov.ph



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4. Clarification is also made on the provisions in DM 321, s. 2021, to wit:
  - a. The protocols stipulated therein apply to COVID cases which are contacted due to work related activities and non-work related activities.
  - b. First generation contact, either work related or non-work related, shall be on work from home arrangement while waiting for his/her swab schedule and swab test result. Being on a work from home arrangement, accomplishment report shall be required.
  - c. The personnel shall only be marked absent or advised to charge the absence to leave credits if the personnel cannot report after the mandatory 14-day quarantine, except if the personnel cannot report for work if (Reference: CSC Resolution 2000953 promulgated Nov. 9, 2020 item no. 3.2 under Guidelines):
    - Personnel is unable to work after the 14 day quarantine due to health risks, provided that they are not qualified for work from home;
    - Personnel is unable to report after the 14 day quarantine due to imposition of lockdown declared by the President or a localized lockdown;
    - Personnel is unable to report for work due to suspension of public transportation.
5. In special cases, second generation contact, either work-related or non-work related, upon the directive of the Local IATF/Rural Health unit (RHU), shall be on work from home arrangement while waiting for the first and/or second generation contact swab result/s. Being on work from home arrangement, accomplishment report shall be required.
6. For queries, please contact your district nurse-in-charge.
7. For widest dissemination and compliance.

  
**SENEN PRISCILLO P. PAULIN, CESO V**  
Schools Division Superintendent  
6/8/2021

SPP/JMA-MKP/SGOD/RBP/kbc



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