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

**DepEd Task Force COVID-19**  
**MEMORANDUM No. 93**  
17 August 2020

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

Subject: **PLACING THE ENTIRE DEPED COMPLEX ON**  
**LOCKDOWN FROM 19-23 AUGUST 2020**

With concurrence from the Secretary, the DepEd Task Force COVID-19 is placing the entire DepEd Complex on **lockdown for five days from 19 to 23 August 2020**.

This is consistent with the approved **Operational Guidelines on the Application of the Zoning Containment Strategy in the Localization of the National Action Plan against COVID-19 Response** (per the National Task Force COVID-19 Memorandum Circular No. 2, s. 2020 dated 15 June 2020), which provides for the declaration of a lockdown<sup>1</sup> in a geographic unit such as the Central Office (CO)<sup>2</sup> if at **least one (1) cluster of cases** composed of either a suspect, probable and/or confirmed COVID-19, where the individuals identified as such have been physically reporting to the CO for the past 14 days.<sup>3</sup>

<sup>1</sup> **National Task Force COVID-19 Memorandum Circular No. 2, s. 2020, Section 8.5.1.1.1.** Upon classification of a geographical unit as CrZ, the Local Task Force against COVID-19 (LTF) shall enforce within 24 hours **extremely restrictive perimeter control upon which movement of individuals, regardless of age and health status, within, inbound and outbound the Critical Zone (CrZ) is strictly prohibited**, except for emergency instances such as medical and surgical procedures and treatments, and as determined by the LTF.

<sup>2</sup> **Section 6.3.3.1.** A **business/work establishment** refers to any establishment where goods are made, stored or processed, **services are rendered and/or business/work is conducted**. It can also be a factory; **government**, non-government, and other statutory offices; call center, hotel, or resort, among others.

<sup>3</sup> **Section 6.3.3.2.1.** A small business/work establishment, with less than 1,000 resident occupants **shall be categorized as CrZ, if at least one cluster of cases** composed of either a suspect, probable and/or confirmed COVID-19, where the individuals identified as such have been physically reporting to the business establishment for the past 14 days; **Section 4.5.** Cluster of cases – refers to a presence of two (2) or more cases of either suspect, probable and/or confirmed COVID-19, or any possible source of transmission until proven otherwise, aggregated in a certain area per time period.



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

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Upon tracing the close contacts of formerly reported confirmed cases in the CO, at least **two suspect cases** and **one probable case** have **physically reported to work within the past 14 days**:

#1 A suspect case (male) currently quarantined at home	<ul style="list-style-type: none"> <li>• Exposed to the positive case who died</li> <li>• Manifested symptoms on August 8</li> <li>• Tested positive per rapid antibody test on August 14</li> <li>• <b>Last reported physically to work on August 7 (10 days ago)</b></li> </ul>
#2 A suspect case (female) currently quarantined at home	<ul style="list-style-type: none"> <li>• Exposed to the positive case who died</li> <li>• Exposed to the suspect case #1</li> <li>• Manifested symptoms on August 13</li> <li>• Currently experiencing symptoms</li> <li>• <b>Last reported physically to work on August 13 (4 days ago)</b></li> </ul>
#3 A probable case (male) currently quarantined at home	<ul style="list-style-type: none"> <li>• Exposed to the suspect case #1</li> <li>• Manifested symptoms on August 17</li> <li>• Tested positive per rapid antibody test on August 17</li> <li>• <b>Last reported physically to work on August 17 (today)</b></li> </ul>

The following must be strictly observed while the DepEd Complex on lockdown:

1. **All personnel will be on a work-from-home arrangement and refrain from leaving their homes.** Leaving one's home while the DepEd Complex is on a lockdown will forfeit the purpose of the lockdown which is to restrict movement among personnel and to prevent the possibility of their being exposed to or their exposing others to the virus.
2. The DepEd CO Clinic will **continue to remotely trace** close contacts of suspect, probable, and confirmed cases of COVID-19 in the CO. Close contacts will be advised to isolate themselves from the other members of their households and to monitor their health status for possible development of symptoms.
3. All personnel must **strictly observe Protocols H-1, H-2, and H-3, per DTFC Memorandum No. 68**, and immediately inform their Head of Office and the DepEd CO Clinic for any relevant information required in the said protocols.
4. **Intensified disinfection will be conducted in the entire complex on 21-23 August** before the resumption of physical work on 24 August.
5. **Personnel who need to finish pending works and/or retrieve work-related materials** from their respective offices which are critical to



continued service delivery shall be made **on 18 August only** for the purpose of wrapping-up works and/or securing the said items, provided that required health measures are strictly adhered to.

The DTFC, through the Disaster Risk Reduction and Management Service (DRRMS), shall inform the local government of Pasig City about the declaration of the lockdown in the DepEd Complex and the necessary coordination regarding the identification of the DepEd CO as one of the geographic units under its jurisdiction in its Zoning Containment Strategy, through its Local Task Force against COVID-19.

The DTFC shall issue another memorandum providing guidance on the declaration of lockdown in the DepEd Complex in the future.

For the guidance of all concerned.

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



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