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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0421-0018
MEMORANDUM
07 April 2021

For: **Undersecretaries**
Assistant Secretaries
Bureau and Service Directors
All Others Concerned

Subject: **ADDITIONAL HEALTH PROTOCOLS AND**
RESPONSIBILITIES FOR ALL SERVICE VEHICLE DRIVERS
IN THE DEPED CENTRAL OFFICE

To further strengthen health safety preventive measures, the Office of the Undersecretary for Administration (OUA) releases the following additional health protocols required for all service vehicle drivers in the Department of Education Central Office (DepEd CO) in coordination with the Central Office Medical Clinic:

Additional Health Protocols

- Weekly health assessment every Monday morning, or the first work day of the week if a Monday is declared a holiday, to be administered by the Central Office Medical Clinic;
- Rapid antibody tests every 10th, 20th, and at the end of each month to be conducted by the DepEd Medical Clinic, the results of which shall be subject to the evaluation and recommendation of the Clinic's Medical Doctor; and
- Observance of physical distancing among the drivers whenever they are in the Drivers's Lounge or Quarters, or in such other places within the Central Office, compliance of which shall be strictly monitored and reported by the Central and Safety Security Office.

In relation to these health safety measures, the following are the responsibilities of all service vehicle drivers to be implemented in coordination with the General Services Division (GSD) and Asset Management Division (AMD):



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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Responsibilities of service vehicle drivers

- a. Installation of plastic barriers on every service vehicle;
- b. Provision of alcohol in all service vehicles for the use of both the drivers and passengers;
- c. Regular disinfection/sanitation of every service vehicle should be conducted before and after each scheduled trip (***before 6 am and after 4 pm***) and as urgently as necessary;
- d. Limit capacity per service vehicle to 50% only (refer to attached seating layout per vehicle: van, coaster, AUVs); and
- e. Keep a record of passengers in every trip, taking note of their seating arrangement inside the vehicle; the attached seating layout shall be used as a template for recording and should be submitted to the GSD for every completed trip.

For strict compliance.



ALAIN DEL B. PASCUA
Undersecretary



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Attachment 1

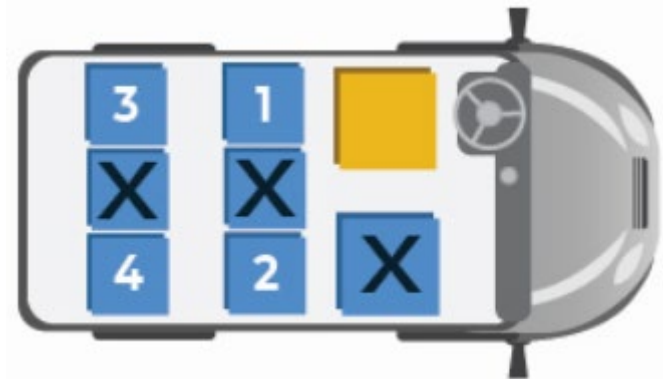
SEATING LAYOUT AND RECORD FOR CO SERVICE AUV (AVANZA)
(maximum 4 passengers + 1 driver)

Date of Trip: _____

Time of Trip: _____

Driver's Name: _____

Plate No.: _____



Passenger List (according to seating arrangement):

Full Name	Office
Seat #1	
Seat #2	
Seat #3	
Seat #4	

Completed by:

Driver's Name and Signature

Attachment 2

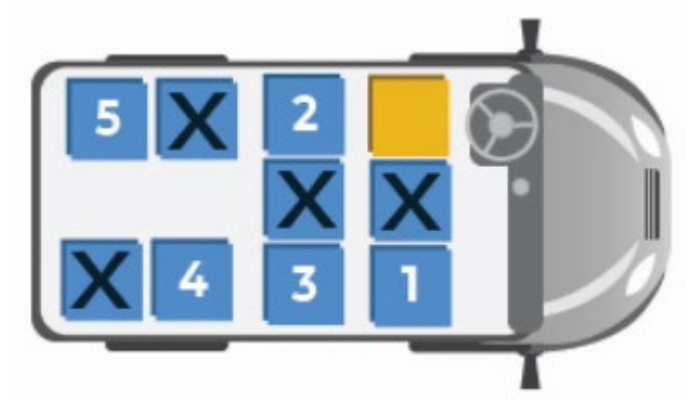
SEATING LAYOUT AND RECORD FOR CO SERVICE AUV (ADVENTURE)
(maximum 5 passengers + 1 driver)

Date of Trip: _____

Time of Trip: _____

Driver's Name: _____

Plate No.: _____



Passenger List (according to seating arrangement):

Full Name	Office
Seat #1	
Seat #2	
Seat #3	
Seat #4	
Seat #5	

Completed by:

Driver's Name and Signature

Attachment 3

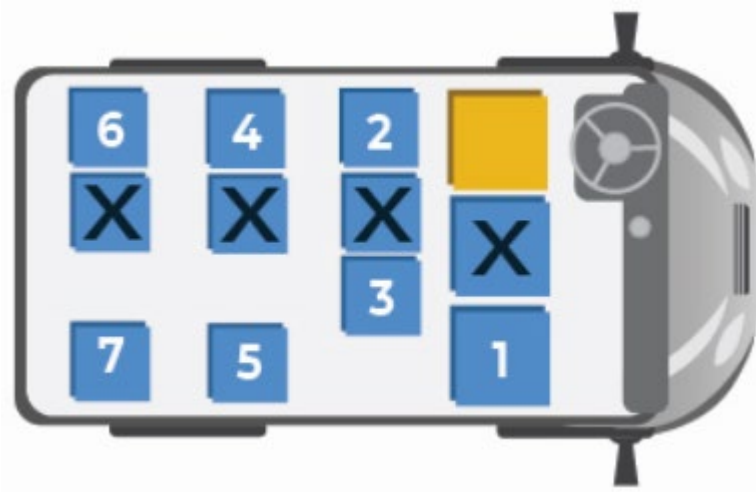
SEATING LAYOUT AND RECORD FOR CO SERVICE VAN (HI-ACE)
(maximum 7 passengers + 1 driver)

Date of Trip: _____

Time of Trip: _____

Driver's Name: _____

Plate No.: _____



Passenger List (according to seating arrangement):

Full Name	Office
Seat #1	
Seat #2	
Seat #3	
Seat #4	
Seat #5	
Seat #6	
Seat #7	

Completed by:

Driver's Name and Signature

Attachment 4

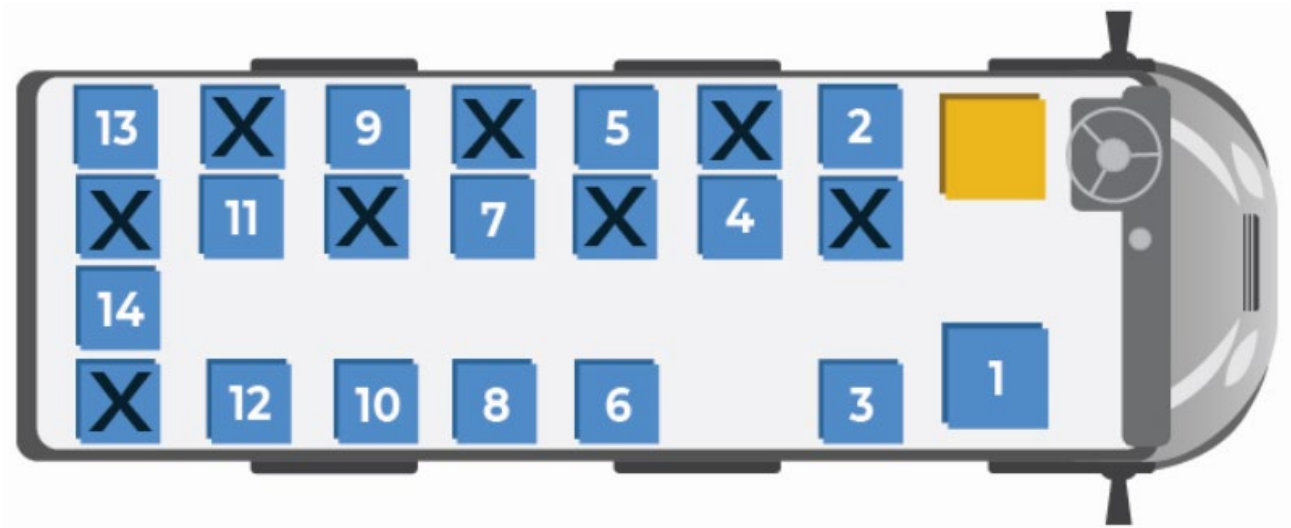
SEATING LAYOUT AND RECORD FOR CO SERVICE MINIBUS
(maximum 14 passengers)

Date of Trip: _____

Time of Trip: _____

Driver's Name: _____

Plate No.: _____



Passenger List (according to seating arrangement):

Full Name	Office
Seat #1	
Seat #2	
Seat #3	
Seat #4	
Seat #5	
Seat #6	
Seat #7	
Seat #8	
Seat #9	
Seat #10	
Seat #11	
Seat #12	
Seat #13	
Seat #14	

Completed by:

Driver's Name and Signature