




Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OF ILOCOS NORTE
Laoag City

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DIVISION MEMORANDUM
No. DM-OSDS-2020-233

TO : ALL DIVISION OFFICE PERSONNEL
ALL PUBLIC ELEMENTARY & SECONDARY SCHOOL HEADS
ALL OTHERS CONCERNED

FROM :  JOANN A. CORPUZ, EdD, CESO VI
Schools Division Superintendent

SUBJECT : PROTOCOLS TO BE FOLLOWED AT THE DIVISION OFFICE DURING THE
GENERAL COMMUNITY QUARANTINE

DATE : 4 May 2020

To ensure the safety of all personnel and the continuous delivery of services to its stakeholders while under the General Community Quarantine, the Schools Division of Ilocos Norte has set the following protocols to be implemented starting May 5, 2020:

SDOIN PROTOCOLS

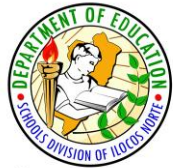
Work arrangement scheme for Division Office Personnel from May 4- May 15, 2020 pending the issuance of CSC guidelines:

- Work from home
- On-call
- Skeletal workforce for frontline services

Personnel who wants to report to the office shall inform their chiefs or unit/section heads in advance.

Transactions that can be entertained in the office:

1. MOOE Downloading as scheduled.
2. Disbursement Transactions.
3. Salaries and other personnel benefits.
4. Urgent documents/matters shall be received at the Records/Receiving Section.
5. Request for use of school facilities for Isolation/Quarantine and other COVID-19 related purposes.
6. Application for retirement and/or resignation.
7. Processing of Appointment papers by schedule.
8. Urgent BAC Procurements.
9. Claiming of checks and cash on schedule basis. (Senior citizens and retired employees claiming for benefits shall authorize someone to claim their benefits for them)



*"Ragsak ken Rag-omi
ti Napudno nga Agserbi"*

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Before entry:

1. Wearing of face mask (No mask, no entry policy).
2. Checking of body temperature by the guard on duty.
3. Sanitizing of hands and footwear.
4. Queuing up and observing 1 meter distance (Physical Distancing).
5. Recording in the guard's log-book by the guard on duty. (No use of Biometric machine)
6. Presenting of ID to the guard on duty for recording.

Inside the Office:

1. Wearing of face masks at all times.
2. Ensuring 1 meter distance between fellow clients and employees.
3. No physical contact with anyone (e.g. shaking hands/beso-beso).
4. Not making casual conversations with anyone (no chika-chika).
5. Sanitizing hands before and after transactions.
6. One client at a time will be entertained by a transacting personnel inside each office. Other clients will stay at the designated waiting area.

For information, guidance and strict compliance of all concerned.