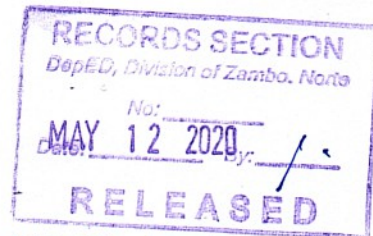




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Capitol Drive, Estaka, Dipolog City 7100



Tel No.: (065) 212-5843

e-mail address: zn.division@deped.gov.ph

Division Memorandum No. 41 s. 2020

TO: ALL CONCERNED PERSONNEL
This Division

FROM:  MA. LIZA R. TABILON EdD, CESO V
Schools Division Superintendent

SUBJECT: Participation of DepEd Personnel in LGU Activities in Response to the COVID-19 Outbreak

DATE: May 8, 2020

1. The Department Secretary, through Office Memorandum OM-OSEC-2020-004, provides guidance to the field officials on requests by LGUs to engage DepEd personnel in activities related to COVID-19.
2. Paragraph 19 thereof specifically provides that “DepEd teaching and non-teaching personnel may participate in these activities under the supervision of the LGU, in a voluntary and personal capacity, subject to applicable laws and rules”.
3. Relative thereto, this Office crafted the herein Statement of Concurrence (SoC) which an employee may sign signifying that she/he agrees to voluntarily participate in LGU activities. A copy of the signed and notarized SoC shall be submitted to the Health and Nutrition personnel in the district for monitoring and recording purposes.
4. The aforementioned memorandum likewise mandates that participation of DepEd personnel in LGU activities should not prejudice work in the DepEd and must be consistent with alternative work-from-home and skeletal work force arrangements.
5. Attached is a copy of the Office Memorandum for ready reference.
6. For information, guidance and widest dissemination.

Reference: OM-OSEC-2020-004

JLR/DepEd Personnel's Participation in LGU Activities/DM019-2020/05082020



“Be and Do Much Better Each Day with a Sense of Urgency”



REPUBLIC OF THE PHILIPPINES)
PROVINCE OF ZAMBOANGA DEL NORTE)
CITY/MUNICIPALITY OF _____) S.S.

STATEMENT OF CONCURRENCE

I, _____, of legal age, Filipino, single/married, and with residential address at _____, Zamboanga del Norte, after having been duly sworn to in accordance with law, do hereby depose and say:

1. THAT I am a Public-School Teacher of _____ under the supervision of the Department of Education (DepEd) Schools Division of Zamboanga del Norte;
2. THAT, I have known for a fact that pursuant to DepEd Memorandum No. 43 and DepEd OM-OSEC 2020-001, the Local Government Unit (LGU) of (municipality) in coordination with the DepEd launched a project entitled (program/project title) with primary purpose of educating, engaging and empowering the people in the community to live in the "new normal" way of life by reason of the pandemic;
3. THAT in the above-mentioned project it invites teaching personnel from DepEd to conduct house-to-house lectures to provide proper training to the people in the community specifically in _____(sample);
4. THAT, I hereby WILLINGLY and VOLUNTARILY submit myself to respond to the urgency of the call and to serve community under the Local Government Unit of (municipality), Zamboanga del Norte;
5. THAT, in the conduct of my service the Local Government Unit (LGU) of (municipality) in coordination with the DepEd will take all the necessary precautions to ensure the safety of my well-being as outlined for the said project;
6. THAT, I am fully aware that any untoward incidents beyond the control of the persons supervising this project, I shall hold them free from any liability arising thereof;
7. THAT, I have fully read the foregoing statement above and that I have understood the meaning and importance thereof; and
8. THAT, I am executing this affidavit to attest the truth of the foregoing statements and for all legal intents and purpose this may serve.

IN WITNESS WHEREOF, I have hereunto set my hands this _____ in _____, Philippines.

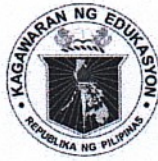
Affiant
Government Issued ID _____ with No _____

Signed in the presence of:

SUBSCRIBED AND SWORN TO before me this _____ in _____, Philippines, Affiant exhibited to me his/her competent evidence of identity as shown above, voluntarily executed and understood the contents of this declaration.

NOTARY PUBLIC

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 2020.



Republic of the Philippines
Department of Education

30 MAR 2020

OFFICE MEMORANDUM
OM-OSEC-2020-004

**GUIDANCE TO REGIONAL DIRECTORS FOR ACTION ON REQUESTS
BY LOCAL GOVERNMENT UNITS TO USE DEPED SCHOOLS AND
ENGAGE DEPED PERSONNEL IN ACTIVITIES RELATED TO COVID-19**

1. The President issued Proclamation No. 922, dated March 8, 2020, *Declaring a State of Public Health Emergency Throughout the Philippines*, due to the COVID-19 outbreak, and enjoined "(a)ll government agencies and LGUs...to render full assistance and cooperation and mobilize the necessary resources to undertake critical, urgent, and appropriate response and measures in a timely manner to curtail and eliminate the Covid-19 threat."
2. Republic Act No. (RA) 11469, otherwise known as the *Bayanihan to Heal As One Act*, then took effect on March 24, 2020, authorizing the President to exercise powers to adopt temporary emergency measures to respond to the COVID-19 pandemic. The powers include "ensur(ing) that all Local Government Units (LGUs) are acting within the letter and spirit of all rules, regulations and directives issued by the National Government pursuant to this Act; are implementing standards of Community Quarantine consistent with what the National Government has laid down for the subject area, while allowing LGUs to continue exercising their autonomy in matters undefined by the National Government or are within the parameters it has set; and are fully cooperating towards a unified, cohesive and orderly implementation of the national policy to address COVID-19."
3. To implement RA 11469, Executive Secretary Salvador C. Medialdea issued a Memorandum dated March 28, 2020, on the *Implementation of Temporary Emergency Measures under Republic Act (RA) No. 11469, Otherwise Known as the Bayanihan to Heal As One Act*. The Memorandum, addressed to Heads of Departments, Agencies and Local Government Units, among others, mandates the Secretary of the Department of Interior and Local Government (DILG) to exercise the power of the President under RA 11469 to "(e)nsure that all LGUs are...fully cooperating towards a unified, cohesive and orderly implementation of the national policy to address COVID-19".
4. The DepEd reiterates its full cooperation with the Office of the President, the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF) and the Cabinet on decisions and measures concerning COVID-19, including the mobilization of necessary resources to eliminate the COVID-19 threat.
5. Hence, on March 26, 2020, I issued OM-OSEC-2020-002, titled *Guidance to Regional Directors for Action on Requests by Local Government Units to Use DepEd*

Schools as Quarantine or Isolation Areas for COVID-19, in view of the growing number of requests by LGUs for the use of DepEd schools as places for quarantine or isolation as part of their response to COVID-19.

6. DepEd has also been receiving requests from LGUs for the use of DepEd schools for various other purposes (e.g., venue for mobile market, food packing for distribution, facility for showering and changing of clothes of health workers before proceeding home, etc.) and the participation of DepEd teaching and nonteaching personnel to help LGUs conduct activities in response to the COVID-19 outbreak such as the distribution of food stubs to families of public school pupils and students.

7. In light of the various requests by LGUs for the use of DepEd schools and/or participation of DepEd personnel in LGU activities related to their response to the COVID-19 outbreak, this Memorandum is issued to provide guidance for action on these requests.

Use of DepEd Schools and Facilities

8. This guidance recognizes that under RA 9155, otherwise known as the *Governance of Basic Education Act of 2001*, DepEd is vested with authority, accountability and responsibility for ensuring access to, promoting equity in, and improving the quality of basic education. The law provides that the “Secretary of the Department of Education shall exercise overall authority and supervision over the operations of the Department” including all its officials, personnel and schools throughout the country.

9. The school, as also provided by RA 9155, is the heart of the formal education system; it is where children learn. Its single aim, as the law emphasizes, is to provide the best possible basic education for all learners. Consistent with this role of the school, and the principles embodied in RA 10821, otherwise known as the *Children’s Emergency Relief and Protection Act*, school facilities may be used for other purposes such as an evacuation center only when there is no other available place or structure which can be used for that purpose.

10. RA 9155 further provides that, in accordance with national policies and plans, the school head is responsible for the administrative and instructional supervision of the school or cluster of schools; the Schools Division Superintendent is mandated to plan and manage the effective and efficient use of all personnel, physical and fiscal resources of the division, as well as to supervise the operations of all public and private elementary, secondary and integrated schools, and learning centers; and the Regional Director has the authority, accountability and responsibility to define a regional educational policy framework which reflects the values, needs and expectations of communities they serve.

11. This guideline further recognizes that RA 7160, otherwise known as the *Local Government Code of 1991*, provides for Local School Boards in every province, city or municipality composed of, among others, the Governor and Schools Division Superintendent as co-chairpersons, the City Mayor and City Schools Division Superintendent as co-chairpersons, and the Municipal Mayor and the Public Schools District Supervisor as co-chairpersons, respectively. The functions of the

Local School Boards, as specifically provided in the Code, pertain to the budgetary needs for the operation and maintenance of public schools, disbursements from the Special Education Fund, advising the Sanggunian concerned on educational matters, recommendations for changes in names of public schools, and providing inputs on the appointment of certain personnel of DepEd.

12. In sum, DepEd schools are established and designed to function as basic education institutions and facilities, under the control and supervision of DepEd, as provided under RA 9155. In a particular manner, LGUs participate in the provision of basic education mainly through the Local School Boards co-headed by the Governor/Mayor and the Schools Division Superintendent/Public Schools District Supervisor, which are mandated to perform specified education-related functions pursuant to RA 7160. Under the circumstances of the COVID-19 pandemic, however, LGUs request DepEd for the use of schools in their response to the public health situation and not necessarily for education-related purposes. With the declaration of a state of public health emergency in the Philippines through Proclamation No. 922 and the enactment of the *Bayanihan to Heal As One Act*, DepEd is enjoined to mobilize the necessary resources to contribute to the elimination of the COVID-19 threat in accordance with law and applicable national policies or directives.

13. In light of the foregoing and consistent with OM-OSEC-2020-002, I hereby delegate to the Regional Directors the responsibility to approve or deny requests by LGUs to use DepEd schools for activities related to the COVID-19 outbreak within their respective jurisdictions, based on evaluation of the request by the Schools Division Superintendent in consultation with the school heads.

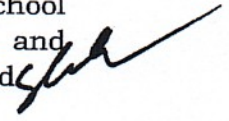
14. In adherence to applicable laws, rules and guidelines, the evaluation of the request shall be guided by the following:

- a. The LGU must state in its request the specific intended purpose or use for the school, and identify the particular facility in the school that will be used as well as the duration of their use, subject to extension, if necessary;
- b. The LGU must show that the Regional Director of the DILG or the head of the Regional Task Force COVID-19, has assessed that the activity intended to be conducted by the LGU in the school is within the parameters of rules, regulations and directives issued by the National Government, and in full cooperation towards a unified, cohesive and orderly implementation of the national policy to address the COVID-19 outbreak. The document showing such assessment must be attached to the request of the LGU;
- c. The LGU must show that all other facilities have been duly assessed and were found to be inadequate. Schools can be recommended for use only when no other facilities are available.
- d. The LGU must present an assessment by the concerned local official that the facility within the school is suitable for the specific intended

purpose, e.g. the local health officer if the use is health-related, the local social worker if the use is welfare-related, etc.

- e. The LGU must present the planned management of the facility, and must conform to relevant government rules, standards and requirements; and
- f. The LGU request must include an undertaking for the management of the school area or structure, safekeeping of all property and valuables in the school premises during the operation of the facility, payment of all expenses including utilities in relation to the use of the school, conduct of general cleaning and fumigation, and repair and/or replacement of damaged or lost school facilities as a result of the use of the school, as well as compliance with the safety regulations and precautionary measures enforced during the public health emergency by the proper authorities. (See Enclosure No. 1: *Minimum standards for social distancing/baseline protocols to be observed in the workplace, travel, and home and private space and time of deployed personnel during the enhanced community quarantine by DepEd Task Force COVID-19 [DTFC Memorandum No. 25]*)

15. When a request is granted by the Regional Director based on the recommendation by the concerned Schools Division Superintendent, the school heads must coordinate with the LGU on the following preparations before actual use of the facility for the intended purpose:

- a. Designation, as well as vacating if necessary, of approved school spaces/structures to be used by the LGU, including removal of all chairs, tables, furniture, equipment and other school properties;
- b. Designation of sufficient number of comfort rooms and handwashing facilities to be used, if any;
- c. Safekeeping and/or proper storage of all learning and education materials, resources, equipment, and school records;
- d. Documentation of the condition of school facilities and resources before use of the facility;
- e. Signing of the minimum Terms and Conditions (TAC) for the intended use/purpose of DepEd School, as provided by the Regional Director (See Enclosure No. 2: *Minimum Terms and Conditions for Use of DepEd Schools by LGUs for Various Purposes [Other than Quarantine or Isolation Areas]*); and
- f. All DepEd personnel involved in the preparation of the school premises shall strictly observe all existing health precautions and social distancing protocols of the Department of Health and DepEd 

16. The LGU shall sign the TAC provided by the Regional Director. Should there be other terms to be agreed upon between the Schools Division Office (SDO) and the LGU, the SDO shall draft a Memorandum of Agreement (MOA) between the SDO and LGU, detailing the roles and responsibilities of the parties, among others. The TAC shall be attached to the MOA as an Annex and shall form an integral part of the MOA. In case of conflict between the MOA and the TAC, the TAC shall prevail. Attached hereto is a template TAC, setting forth the minimum terms and conditions for the use of school.

17. The Regional Directors shall devise an appropriate system for monitoring the use of schools by LGUs for purposes related to the COVID-19 outbreak in their respective jurisdictions.

Participation of DepEd Personnel in LGU activities

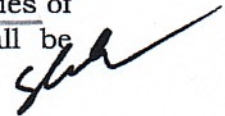
18. The activities of LGUs in response to the COVID-19 outbreak, for which they request human resources, are numerous and varied. The number of DepEd personnel requested to participate in an activity may be one or many, and the duration of participation of one person may be different from that of another person.

19. Given this nature of the LGU activities and possible participation in them, DepEd teaching and nonteaching personnel may participate in these activities under the supervision of the LGU, in a voluntary and personal capacity, subject to applicable laws and rules, including the rules and directives of the national government to address the COVID-19 public health emergency such as the Enhanced Community Quarantine.

20. Should DepEd personnel participate in the LGU activities, the LGU must provide proper trainings; ensure the safety and health of the DepEd personnel by providing the necessary personal protective equipment (PPE), alcohol, sanitizers and other disinfectants, and implementing stringent social distancing measures; and pay remuneration or allowances, as may be warranted by law.

21. Participation of DepEd personnel in said activities of the LGU should not prejudice work in the DepEd and should thus be consistent with alternative work-from-home and skeletal work force arrangements, as provided in the Memorandum of Executive Secretary Salvador C. Medialdea, dated March 16, 2020, with subject *Community Quarantine over the Entire Luzon and Further Guidelines for the Management of the Coronavirus Disease 2019 (COVID-19) Situation*, DepEd Memorandum No. 43, s. 2020, DepEd Office Memorandum OM-OSEC-2020-001, and other applicable laws and rules.

22. For purposes of monitoring activities under this Guidance, DepEd Disaster Risk Reduction and Management (DRRM) coordinators shall provide support to school heads and School Health and Nutrition personnel in monitoring the use of schools by LGUs and the voluntary participation of DepEd personnel in activities of the LGUs in addressing the COVID-19 outbreak. Offsite monitoring shall be



undertaken in view of social distancing precautionary measures, unless physical monitoring is necessary and feasible.

23. The Regional Director shall submit to the Office of the Secretary, through the Offices of the Undersecretaries for Field Operations, a consolidated report of all requests received by the Regional Office from LGUs and the actions taken thereon.

24. This Guidance may also be used by school heads, Schools Division Superintendents and Regional Directors to act on similar requests from other government agencies, unless another guidance is subsequently issued by the Secretary pertaining to such requests.

25. For clarifications and concerns, contact the **DepEd Task Force COVID-19 Quick Response and Recovery Team** (DTFC-QRRT-COVID-19) at the Bureau of Learner Support Services-School Health Division through email at blss.shd@deped.gov.ph or at telephone number (02) 8632-9935.

26. For immediate dissemination and implementation.


LEONOR MAGTOLIS BRIONES
Secretary



OUAD00-0320-0038
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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

DepEd Task Force COVID-19
MEMORANDUM No. 025
25 March 2020

**For: Execom and Mancom Members
SDS and All Others Concerned**

**Subject: MINIMUM STANDARDS FOR SOCIAL DISTANCING/
BASELINE PROTOCOLS TO BE OBSERVED IN THE
WORKPLACE, TRAVEL, AND HOME AND PRIVATE
SPACE AND TIME OF DEPLOYED PERSONNEL
DURING THE ENHANCED COMMUNITY
QUARANTINE**

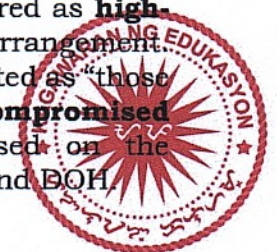
This memorandum is being issued pursuant to the directive of the Secretary to the DepEd Task Force COVID-19 to “prepare for the baseline protocols to be observed in the workplace, travel, and home and private space and time of the deployed personnel, and the coordination mechanism for the effective implementation of these,” per Office Memorandum OO-OSEC-2020-001, titled **Authorization of Office and Field Work for Identified Critical Services in Areas Covered by the Enhanced Community Quarantine**, or “to issue the uniform and minimum standards for social distancing within the workplace, during travel, and in private premises and activities,” per DM 43, s. 2020, titled **Guidelines on the Alternative Work Arrangements in the Department of Education in Light of the Covid-19 Stringent Social Distancing Measures**.

1. Guidelines on work arrangement

a. Personnel on work-from-home

- i. The following factors shall be considered when identifying the personnel that will make up the skeletal workforce:

(1) The overall health of the personnel. Personnel considered as **high-risk individuals** shall be prioritized for home-from-work arrangement. “Persons who are at high risk of being infected” are elaborated as “those **sixty (60) years old and above**, those who are **immunocompromised** or **with co-morbidities**, and **pregnant** women,” based on the Memorandum from the Executive Secretary, IATF-MEID and BOH.



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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)]

Department of Education, Central Office, Meralco Avenue, Pasig City
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: +63286337203, +63286376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo

(2) **Distance between the residence of the personnel and the office** (workstation) (e.g., those who reside outside the National Capital Region and require daily travel shall be prioritized for home-from-work arrangement, if a service cannot be provided)

- ii. All personnel who are on work-from-home arrangement are advised to observe applicable preventive measures contained in this memorandum (Item No. 2).

b. Personnel on skeletal workforce

- i. Those part of the skeletal workforce shall be provided with a **door-to-door vehicle service** where applicable preventive measures (as enumerated in Item No. 2 of this memorandum), including social distancing, shall be strictly observed. The vehicle used for transportation shall be cleaned and disinfected after every trip.
- ii. Proper orientation on safety and precautionary measures including social distancing of passengers shall be provided to the drivers.
- iii. The skeletal workforce shall report only during their assigned schedule or as necessary.
- iv. The skeletal workforce shall adhere to the preventive measures enumerated in Items No. 2 and No. 3 of this memorandum.
- v. The Central Office Task Force COVID-19 and similar task forces at the Regional Offices, Division Offices and Schools are enjoined to formulate implementing rules on the above items.

2. General preventive measures for the skeletal workforce (Based on DOH Circular No. 2020-0039)

a. Respiratory etiquette

- i. Cough and sneeze into tissue or into shirt sleeve if tissue is not available. Dispose used tissues properly and disinfect hands immediately after a cough or sneeze.
- ii. Avoid touching the mouth, eyes, and nose to help slow the spread of the virus.
- iii. The use of masks, which provides a physical barrier from COVID-19 by blocking large-particle respiratory droplets propelled by coughing or sneezing, is **only** recommended for:

- (1) Persons caring for the sick
- (2) Healthcare workers attending to patients with respiratory infections/symptoms (cough/cold)
- (3) Persons with respiratory infection/symptoms



- iv. People in good health do not need to use face masks, except in crowded places where social distancing is not feasible.
- b. **Hand hygiene.** Perform regular and thorough handwashing with soap and water. Use alcohol-based hand sanitizers containing at least 60 ethanol or isopropanol when soap and water are not available.
- c. **Social distancing measures**
 - i. Whenever possible, keep a distance of at least 3 feet or 1 meter away from other people to reduce the possibility of person-to-person transmission. This distance should be observed even as to apparently healthy persons without symptoms.
 - ii. Offer telecommuting and replace in-person meetings in the workplace with video or telephone conferences.
- d. **Environmental measures**
 - i. Clean frequently-touched surfaces and objects, including tables, doorknobs, desks, and keyboards.
 - ii. Maintaining the environment clean, especially common-use areas and those with touchpoints such as elevators, railings, staircases, light switches and the like.
 - iii. Make dispensers with alcohol-based hand rub available in public areas.
- 3. **Practical measures for the offices at the DepEd Central, Regional, Division, Facilities and/or Schools while on skeletal workforce**
 - a. One major consideration when determining the skeletal workforce to report to the office is the workspace. The number of personnel to report each day shall permit strict observance of social distancing within the office.
 - b. All personnel who are reporting as part of the skeletal workforce shall always have the “mindset” and be conscious to behave as if they may be possibly be infected with the virus, albeit asymptomatic, and may be potentially exposing their colleagues to the virus.
 - c. All reporting staff must as much as possible stay only in their respective workstations, and avoid moving around the office.
 - d. Talking closely between personnel during reporting hours is highly discouraged. Talking is also discouraged in common areas such as near the water dispenser or the photocopier.
 - e. All personnel are advised to always carry their own pens with them so that they use it when filling-out log-sheets at the entrance.
 - f. All personnel are advised to wash their hands with soap upon arrival at the

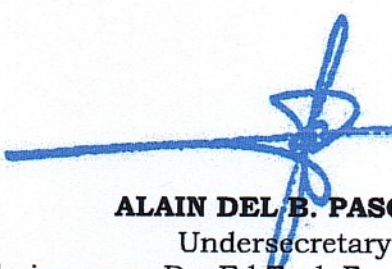



DepEd Complex before entering their respective offices.

- g. Doors may be slightly opened so that feet or elbows may be used when opening and closing them, instead of opening them through the doorknobs.
- h. Social distancing—keeping a distance of at least 3 feet or 1 meter away from other people—shall be strictly observed at all times in the entire DepEd complex.
- i. Personnel who manifests symptoms of respiratory infection shall be immediately provided with appropriate health care and automatically removed of the skeletal workforce. Likewise, personnel who will have exposure to a confirmed case, or whose household members will be eventually categorized as Person Under Monitoring or Person Under Investigation shall immediately disclose such information to their immediate supervisor for appropriate referral and intervention.

The DepEd Task Force COVID-19 welcomes suggestions and ideas on how social distancing and other preventive measures can be further practiced in the workplace. Such feedback and other concerns may be e-mailed at medical.nursing@deped.gov.ph.

For proper guidance.



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



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Date

NAME
Designation
Office
Address

Re: Approval by the Regional Office of _____

Dear _____,

This has reference to your request for the use of the school, (Name of School), for (Purpose of Use), in relation to the COVID-19 public health emergency.

The Department of Education Regional Office of _____ has approved the request, subject to the attached minimum "Terms and Conditions for the Use of DepEd School by the Local Government Unit as (Intended use/purpose)" with annexed School Inventory indicating the facilities of the school relative to the request.

Kindly sign the Terms and Conditions and the School Inventory to signify your conformity.

Sincerely,

(School Head)

TERMS AND CONDITIONS
FOR THE USE OF DEPED SCHOOL AS (Indicate intended use)
BY THE LOCAL GOVERNMENT UNIT

The Local Government Unit of the City/Municipality of _____, with office address at _____, and represented by _____, Mayor, hereinafter referred to as the "LGU", has requested from the DepEd-Regional Office of _____, as represented by _____, Regional Director, hereinafter referred to as the "RO", the use of (Name of School) , with address at _____ and School Head, (Name of School Head) , as a _____ relative to the COVID-19 public health emergency.

The request is made under the following premises:

The President issued Proclamation No. 922 dated March 8, 2020, "Declaring a State of Public Health Emergency Throughout the Philippines", in view of the COVID-19 outbreak;

Section 2 of Proclamation No. 922, s. 2020, states that "(a)ll government agencies and LGUs are hereby enjoined to render full assistance and cooperation and mobilize the necessary resources to undertake critical, urgent, and appropriate response and measures in a timely manner to curtail and eliminate the Covid-19 threat";

The LGU needs a facility for _____ relative to its response to the COVID-19 public health emergency and it has no other available place or structure for use, thus it submitted a request to the RO for the use of the (Name of School) , hereinafter referred to as the "School", as _____ of the LGU, subject to OFFICE MEMORANDUM OM-OSEC-2020-00 _____;

The RO, acting on the recommendation of the Schools Division Office, approved the request, in adherence to applicable laws, rules and guidelines, upon a clear showing by the LGU of the need to use the School as _____ due to absence of other available facility, and pursuant to an assessment by the Regional Director of the Department of Interior and Local Government/Head of the Regional Task Force COVID-19 that the use of the school is compliant with the national directives on COVID-19 and a certification by the proper local official that the use of the school is suitable for the specific intended purpose, in accordance with applicable rules and guidelines.

The approval of the RO was conditioned upon the presentation of the planned management of the facility and undertaking of the LGU for the safekeeping of all property and valuables in the school premises during the operation of the facility, payment of all expenses including utilities in relation to the use of the School as a

_____, conduct of the general cleaning and fumigation, repair and/or replacement of damaged or lost school facilities as a result of, and incidental to, the use of the School by the LGU, and compliance of the LGU with the safety regulations and precautionary measures enforced during the public health emergency.

Foregoing premises considered, the LGU commits and binds itself to the following terms and conditions set by the DepEd in its use of the School as _____:

I. SCOPE

This Terms and Conditions (TAC) pertains to the use of (NAME OF THE SCHOOL) as _____ of the LGU in relation to the COVID-19 outbreak during the period of Public Health Emergency under Proclamation No. 922, s. 2020. The School may only be used by the LGU for this purpose if classes are not being conducted therein.

II. ROLES AND RESPONSIBILITIES

A. The LGU shall:

1. Prepare the areas of the School approved by the RO to be used as _____, and not require students/pupils and DepEd personnel to be engaged in the preparation of the School for this purpose. The LGU shall vacate the designated areas and remove education equipment and resources therefrom, as may be necessary, under the supervision and guidance of the School.
2. Use only the specified School area and facilities approved by the RO to be used as _____ under the supervision of the LGU.
3. Take charge of the management and maintenance of the School used as _____.
4. Cordon off the _____ facility to be used by the LGU from the rest of the School premises or facilities.
5. Provide measures to ensure the safety and security of the School.
6. Provide all resources and equipment required for the use of the School as _____.
7. Ensure that water supply will be sufficient and there will be no cooking in the School during its use as _____.

8. Ensure compliance with the sanitation and health standards applicable to the School before, during and after its use by the LGU as _____, including disinfecting the premises used and ensuring the use of required protective equipment.
9. Facilitate and provide for the general cleaning, maintenance and upkeep of School premises, structures, facilities, equipment, and resources, and repair and replace them if damaged, destroyed or lost as a result of their use by the LGU as _____. Such repair and replacement shall be completed prior to the return of the use of the School to the School Head.
10. Clean up and fumigate the School within a maximum period of one week after its use by the LGU as a _____ during the public health emergency. The proper health authorities shall certify whether the School is fit for education use subsequent to the fumigation, in accordance with pertinent guidelines of the Department of Health (DOH) and other applicable rules and issuances.
11. Pay for utilities during its use of the School as _____, and until it has returned the use of the School to its School Head for education use and the School Head has accepted the same.
12. Ensure that the School and facilities be restored to their original or better state, compared to their condition upon commencement of their use as _____ by the LGU.
13. Prior to return by the LGU of the use of the School to the School Head, secure clearance from the School with respect to the LGU's compliance with the TAC.

B. The School shall:

1. Identify the School spaces/structures/comfort rooms and other facilities approved by the RO to be used as _____. School areas beyond those approved by the RO shall be off limits to the LGU and users of the _____ facility.
2. In preparation for the use of the School as _____, ensure proper storage and safekeeping of all learning and education equipment, resources, materials and school records. The School shall provide supervision and guidance to the LGU in the vacating, as may be necessary, of designated School spaces/structures and removal of education equipment and resources therefrom by the LGU, provided that all DepEd personnel involved in the preparation of the school premises shall strictly observe all existing health precautions and social

distancing protocols of the DOH and the World Health Organization (WHO).

3. Prepare and implement work protocols that would not require DepEd personnel to report to the School for the performance of regular functions during the period the School is used as _____.
4. Inform the LGU of any damage, destruction, or loss of School facilities and resources due to, or incidental to, the use of the School, if any, to serve as basis for repair, maintenance, and/or replacement by the LGU after use of the School as _____.
5. Have the authority to monitor and access the School, subject to strict observance of safety and health requirements applicable during the public health emergency.

C. The LGU and the School

1. The School shall make a School Inventory and record the condition of school premises, structures, facilities, equipment and resources immediately prior to use, and after the use and fumigation of the School by the LGU. The Inventory prior to use shall be signed by both the School Head and Mayor and shall form an integral part of this TAC (See Annex A).
2. Any and all expenses relative to the preparation and operation of the School as _____ as well as the clearing, fumigation and restoration of the School to its educational use shall be shouldered by the LGU.
3. The School and LGU shall each designate focal person/s who shall be responsible for coordination between the Parties to ensure compliance with this TAC.

III. GENERAL PROVISIONS

1. The LGU shall use the School as _____ only upon its showing to the RO that there is no other available space or structure which can be used for that purpose. The use of the School as _____ is a continuing requirement. Should a place or structure which can be used for this purpose become available, the LGU shall terminate its use of the School as _____.

2. This TAC shall take effect upon its execution, and shall be in full force and effect for a period of (Indicate number of days approved by the RO) days during the period of Public Health Emergency under Proclamation No. 922, s. 2020, unless mutually extended by the LGU and the RO in writing, or sooner terminated by either the LGU or the RO upon fifteen-day written notice for valid reasons.

Notwithstanding the lifting of the said Public Health Emergency, the responsibilities and obligations of the LGU under this TAC shall subsist until fully complied with.

3. When warranted by compelling circumstances, the RO may amend, modify or supplement this TAC for valid reasons, upon prior written notice to the LGU.
4. The LGU represents and warrants that it has the requisite power and authority to make, deliver, and comply with the provisions of this TAC, and has taken all the necessary actions to duly and validly authorize the execution, delivery and performance of this TAC.
5. Should there be any conflict between the provisions of this TAC and other Agreements between the LGU and the DepEd through the Regional Office, Schools Division Office or the School, this TAC shall prevail.

**LOCAL GOVERNMENT UNIT OF THE
CITY/MUNICIPALITY OF:**

By:

Signature over Printed Name
City/Municipal Mayor

Date:

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) s.s.

Before me, a notary public for and in the City of _____, this _____
personally appeared the following:

Name	Competent Evidence of Identity	Date/Place Issued
School Head		
Mayor		

known to me to be the same persons who executed the foregoing documents on Terms and Conditions for the Use of DepEd School by the Local Government Unit as _____ with School Inventory consisting of _____ (___) pages, including the Annex A-School Inventory and the page on which this Acknowledgment is written, and they acknowledged to me that the same are their free and voluntary act and deed.

WITNESS MY HAND AND SEAL, on the date and in the place first above written.

NOTARY PUBLIC

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 2020.

**INVENTORY OF FACILITIES OF
(NAME OF SCHOOL)
FOR USE AS _____**

Designated Facilities for Use as _____ :

1. E.g. Gymnasium
2. Room _____
3. Room _____
4. _____

Facility (Gymnasium, Room, etc.)	Item (Furniture and Fixture, Equipment, etc.)	Quantity	Condition

Other Remarks on Premises/Structures/Facilities

Prepared by:

Signature over Printed Name
School Head

Date _____

Conforme:

Signature over Printed Name
Mayor

Date _____