



Republic of the Philippines  
**Department of Education**  
REGION XI  
**SCHOOLS DIVISION OF TAGUM CITY**

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**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM

No. 251, s. 2020

**To: All Division Personnel  
All Public School Heads**

**Subject: INTERNAL GUIDELINES FOR  
PREVENTION OF COVID-19**

**Date: MARCH 11, 2020**

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This memorandum of INTERNAL GUIDELINES FOR PREVENTION OF COVID-19 is being issued for the health protection, information and guidance of Tagum City Division of DepEd officials, personnel and staff at the Division Office and schools in efforts to contain the spread of COVID-19 precautionary guidelines in state of Health Emergency, Alert System: CODE RED- Sublevel 1, in the Philippines.

**INTERNAL GUIDELINES FOR PREVENTION OF COVID-19.**

1. All employees/ Clients/ Visitors who will enter the Deped Division must have their Body Temperature checked and use the alcohol or hand sanitizer placed at the entrance.
2. All employees must use their own ball pen during signing of logbook at the entrance.
3. All employees/ Clients/ Visitors with fever must have their consultation at the clinic, and employees with fever are advised for rest.
4. All employees/ Clients/ Visitors with cough and colds are advised to use mask.
5. All employees are encouraged to observe personal hygiene, cough etiquette, frequent hand washing with **SOAP AND WATER**, and social distance (maintaining a distance of ~ 2meters, avoiding hugs, kisses and shaking of hands).
6. All employees are advised to disinfect their table and belongings daily.
7. Division Office and schools are recommended to be disinfected once a week.



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8. Everyone is encouraged to have a HEALTHY LIFE STYLE such as
  - a. To consume more vegetables, fruits esp. high in Vit. C and malunggay.
  - b. To avoid intake of fried and processed food.
  - c. To drink at least 10-12 glasses of warm water.
  - d. Sleep of 6-8 hours.
  - e. It's recommended to take supplements such as VCO and Multivitamins containing A, C, E and Zinc.
  - f. To do exercises for 1-2 hours daily and avoid sedentary life style.
  - g. To avoid stress and have good stress management skills.
  
9. All learners and personnel with the following symptoms (fever, colds, cough and Respiratory Tract Infections) must be reported to HNS.

For information and guidance, and immediate wide dissemination of this memorandum is desired.

  
**DR. JOSEPHINE L. FADUL**  
Schools Division Superintendent 



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