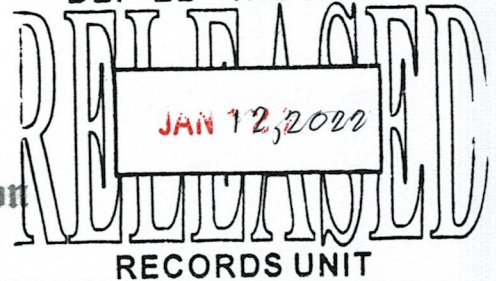




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Tabuk City**

DEP-ED - TABUK CITY



Office of the Schools Division Superintendent

January 11, 2022

DIVISION MEMORANDUM

NO. 07, s. 2022

TO: All Teaching and Non-Teaching Personnel  
All Others Concerned

**REITERATION ON THE IMPLEMENTATION OF THE REQUIRED HEALTH STANDARDS, VACCINATION, AND ON-SITE WORK REQUIREMENTS.**

1. Pursuant to DepEd Memorandum No. 587 dated January 3, 2022, Schools Division Office of Tabuk City reminds all teaching and non-teaching personnel, learners, and stakeholders, even those who have been fully vaccinated, to strictly observe the required health standards. This entails wearing of masks, practicing airflow, and avoiding crowded and enclosed spaces. Further, all concerned are enjoined to immediately report to health authorities any symptoms or possible exposure to COVID-19 for monitoring and management, and to comply with existing quarantine and isolation protocols.

2. Those who have not completed their vaccines are strongly encouraged to take their second dose, and those fully vaccinated, their boosters, when already eligible. Those who have not been vaccinated but are eligible to be vaccinated are strongly enjoined to be vaccinated as soon as possible.

3. With regard to the minimum on-site work capacity and the IATF vaccinations/RT-PCR/antigen test requirement for personnel reporting on-site. As stipulated on DTFC Memorandum No.575 titled IATF Requirements for Personnel Reporting On-Site Beginning December 1, 2021 on when and where already implemented, the requirement to present a negative RT-PCR/antigen result shall apply to those who are required to report onsite but are not fully vaccinated, and shall be at their own expense, except when they have valid medical reasons (as validated by a DepEd Medical Officer) and their second dose is not yet due pursuant to the interval prescribed for the brand of vaccine they received as first dose whose tests shall be facilitated or covered by their respective schools/offices.

**The RT-PCR or antigen test of unvaccinated personnel who have refused to be vaccinated despite being eligible for vaccination shall be charged at the personnel's expenses.**

4. In consideration of schools/offices who may not have the capacity to facilitate/cover the expenses for the testing of the said personnel, the existing onsite work capacity requirements based on the Alert Levels may be maximized to placed concerned personnel under applicable work arrangements while they are waiting to be fully vaccinated.



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At alert level II, government agencies are allowed to place up to 20% of its workforce under work-from-home arrangement. Personnel who are not yet fully vaccinated may be placed under such arrangement, while they shall continue to be encouraged to be fully vaccinated, especially in anticipation that the LGU's will soon be placed under Alert Level I, where full onsite capacity will already be required for all government agencies and instrumentalities.

5. As indicated in DTFC Memorandum No. 575, all are advised to adhere to the guidance of the Bureau of Human Resource and Organizational Development in handling the attendance records of personnel (**marking as absent, charging to existing leave credits**) who may not be able to report onsite due to failure to comply with the vaccination /RT-PCR/antigen requirements.

The same DTFC memorandum No.575 impose the same vaccination/RT-PCR/antigen requirement to "visitors who need to enter offices premises for necessary transactions" is in the context of the said visitors sharing the same workspace as the fully vaccinated personnel.

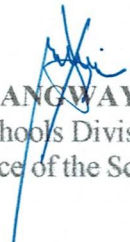
For consistency, if only personnel who are fully vaccinated or who present a negative RT-PCR/antigen result are allowed to report onsite, the same shall be expected of guests who will share the same workspace or have close contact with the onsite personnel.

6. If unvaccinated personnel will be required to report on-site, they shall be required to present a negative result of RT-PCR test undertaken at most 48 hours before the day of reporting, and which shall be valid for up to two weeks from the day of testing, unless the personnel develop symptoms, for which they shall stop reporting on-site and proceed to established health protocols.

7. Relative to this, the negative RT-PCR test result of unvaccinated School based teaching and non-teaching be submitted to school heads who will submit to the SDO Personnel Unit and Division based personnel will submit directly to the Personnel Unit.

The School Heads and the Personnel Unit will be responsible to check and track compliance of affected personnel.

8. Immediate dissemination of this memorandum is desired.

  
**IRENE S. ANGWAY, PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge, Office of the Schools Division Superintendent

dsa/Div.Memo/  
1/11/2022



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