

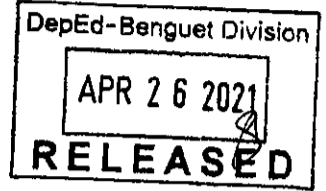


Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

April 22, 2021

DIVISION MEMORANDUM

No. 133 s. 2021



TO: Chief Education Supervisor, CID and SGOD
Public Schools District Supervisors, Coordinating Principals
All Division Office Personnel
All Others Concerned

ONLINE APPOINTMENT TO THE DIVISION OFFICE, DISTRICT OFFICES AND SCHOOLS

1. In view of the increasing threat of contaminating the work place with COVID 19, "NO APPOINTMENT NO ENTRY" policy is hereby imposed upon all external clients or visitors, thereby minimizing face to face transactions and reducing workplace COVID 19 transmission.
2. To the greatest extent possible, all routine/regular/ordinary transactions should be conducted using the Section Service provider's online system. Those who could not avoid conducting face to face transactions are directed to secure appointment prior to the visit.
3. Regular office operations shall continue under the General Community Quarantine (GCQ) without prejudice to strict observance of minimum health standards and precautions such as wearing of masks, maintenance of social distancing measures or subject to the application of appropriate community quarantine measures prescribed by the respective local government units (LGUs).
4. For the safety of the Division Office, Districts Offices and Schools' clients and employees, several or all of the following precautionary measures will be utilized under the GCQ and the refusal of the visitor/client to use or undergo such measures may mean denial of entry into the Office and School premises:
 - face mask/ face shield
 - designated entry/exit
 - sanitizing foot bath
 - temperature check
 - use of hand sanitizers/hand washing area
 - security check
 - designated waiting/sitting area
 - drop box
 - presentation of identification card bearing age of visitor/client



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- appointment system
 - queueing system
 - one client out- one client in policy
 - other similar health and safety measures
5. The following visitors/clients will be declined entry into the Office and School premises:
 - persons below 16 years of age
 - persons 60 years old above
 - pregnant women and nursing mothers
 - persons with visible symptoms of illness (cough, colds, fever)
 - persons under the influence of intoxicating drinks/substances
 6. Personal appearances before the offices and schools shall only be reserved for transactions that need verification of the identity of the person and or the submission/receipt of an important document/item that cannot be relegated to online submission. Otherwise, to the extent possible, routine/regular/common transactions shall be conducted online using the appropriate section media account or communication lines.
 7. To facilitate and strategize ease in getting and submitting of modules or other requirements to and from the schools, the school shall provide contact information, hotline or other means of online communication between concerned teachers/personnel and the parents or guardians.
 8. Appointment shall be mandatory prior to visiting the offices of the Division, Districts and Schools. Section media accounts and communication lines will be the tools for booking an appointment. (Please see attached)
 9. Triage crews and security guards at the main entrance shall require visitors or external clients to present valid booking transactions and shall call the attention of the service provider for confirmation.
 10. Visitors are only allowed to visit the unit/section/office that they have manifested in their booking transactions. Undeclared visits or side-trips shall not be allowed when there are no justifiable reasons. Hence, it is important for clients/visitors intending multiple destinations to offices/units, to indicate in the online booking transaction. Clients or visitors shall egress the premises immediately after the transaction.
 11. In the event of work suspension due to force majeure and/or special holidays, all appointments scheduled for the day shall be accepted the next working day.
 12. Immediate dissemination to all concerned is desired.


GLORIA B. BUYA-AO
Schools Division Superintendent



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Schools Division of Benguet

Attachment to Division Memorandum _____

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School Health Section	SDO-Benguet School Health Section/facebook	0997-817-9883
Planning and Research Section	Jeanette.kiong@deped.gov.ph stephen.bulalin@deped.gov.ph	0910-518-3198
BAC	Deped Benguet BAC/facebook	0946-997-3315
Records Section	Records.sdobenguet@gmail.com	0909-107-0452 0908-284-3937
Admin Office	ao.sdobenguet@gmail.com	0968-269-6415
Personnel section	SDO Benguet Personnel Section/facebook	0968-269-6397
Cash Section	cash.sdobenguet@gmail.com	0968-269-6414
Accounting Section	Acctng.sdobenguet@gmail.com	0968-269-6427 422-7501
Asset Management Unit (Property and Supply)	Ams Sdo Benguet/facebook Supply.sdobenguet@gmail.com	0912-130-8336
Budget Section	Florabel.buclay@deped.gov.ph	0968-269-6380
Office of the Assistant Schools Division Superintendent	Asds.sdobenguet@gmail.com	0968-269-6353
COA	qnybidi@yahoo.com	0917-145-3716
School Governance and Operations Division (SGOD)	Melba.himmoldang@deped.gov.ph sgodbenguet@gmail.com	0927-406-8926
Office of the Schools Division Superintendent (OSDS)	benguet@deped.gov.ph	0968-269-6412
Alternative Learning System	Als.sdobenguet@gmail.com	0910-728-0520
Curriculum Instruction Division (CID)	benguetcid@gmail.com	0921-252-6627
Learning Resource Management Section	Sonia.dupangan@deped.gov.ph	0918-403-9083



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