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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

DepEd Task Force COVID-19
MEMORANDUM No. 032
07 April 2020

For: **Undersecretaries**
Assistant Secretaries
Bureau and Service Directors
Regional Directors
All Others Concerned

Subject: **MECHANISM FOR THE REPORTING OF PUMs,**
PUIs, AND CONFIRMED CASES IN DEPED

DepEd Task Force COVID-19 Memorandum No. 21 initially provides for the monitoring and reporting of the status of personnel and learners considered as PUMs and PUIs, and of other relevant incidents that need to be immediately reported to the Central Office QRRT for appropriate and quick response, guidance, or direction. This memorandum is being issued to provide **further details on the mechanism** for the said monitoring and reporting for a smoother transmission and consolidation of data and other relevant information.

Following are the information that need to be reported to the Central Office and the corresponding process:

Data/Information	Process
Number of PUMs, PUIs, and confirmed cases	<ol style="list-style-type: none">1. The designated Schools Division Office (SDO) focal person shall secure the data from the concerned offices at the SDO and schools, and/or their local government unit (LGU) counterparts, based on data from local health units.2. The designated regional focal person (Health Personnel) shall consolidate the data from the concerned units at the Regional Office and SDOs.3. The designated regional focal person shall update their respective portions of the Google Sheet accessible through bit.ly/COVIDDepEdSummary.



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[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)]

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	<ol style="list-style-type: none"> 4. The regional focal person shall also email the editable Excel file “<i>COVID Reporting v3.xlsx</i>” (Annex A) to medical.nursing@deped.gov.ph or coordinate through call or SMS (09158202567) until 5 pm daily. 5. Assigned monitors at the BLSS-School Health Division, Central Office (Annex B) shall ensure and validate the submission of the regional offices assigned to them. 6. The number of PUMs, PUIs, and confirmed cases shall be collated and included by the DepEd Task Force COVID-19, through the DRRMS and BLSS-SHD, in the daily situational report.
<p>Relevant information/details about the confirmed case and deaths of PUIs/PUMs</p>	<ol style="list-style-type: none"> 1. The details of the confirmed cases and deaths of PUMs/PUIs shall be contained in an official, confidential report signed by the Regional Director (for cases in the RO), or the Schools Division Superintendent (for cases in schools and the SDO), following the attached format (Annex C). 2. To complement the official submission, the concerned regional or division focal person shall update the “Confirmed Cases” Tab on Google Sheet (bit.ly/COVIDDepEdSummary). 3. The DepEd Task Force COVID-19, through the BLSS-SHD, shall reflect selected details on deaths of PUMs and PUIs in the internal situational report, and the details of the confirmed cases in a separate confidential document for regular updating.

For regional or schools division focal persons who may experience difficulty in accessing data/information from their respective LGUs, the attached letter template (Annex D) may be used to effectively communicate to their respective LGUs (Provincial Health Offices/Municipal Health Offices/City Health Offices) the rationale and the legal basis for the data sharing in health emergencies.

For proper guidance, the following are the annexes to this memorandum:

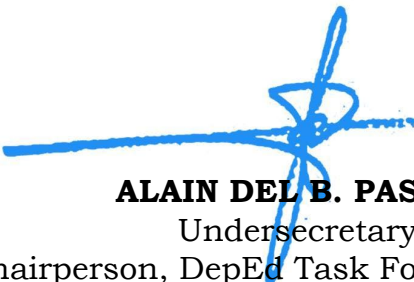

- Annex A-** COVID Reporting v3.xlsx (sent via email to Regional Focal Persons)
- Annex B-** List of BLSS-SHD Monitors per Region
- Annex C-** Format of the Official Report on Confirmed Cases and Deaths
- Annex D-** Letter Template for LGUs



In addition, the DepEd Task Force COVID-19 is establishing the following standard initials for use in reports within the Department only, for ease of use:

PUM: Person Under Monitoring
PUI: Person Under Investigation
PCP: Person COVID Positive
PCR: Person Critical
PEX: Person Expired (Deceased)
PCL: Person Cleared
PRC: Person Recovered

For wide dissemination and compliance.



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Undersecretary
Chairperson, DepEd Task Force COVID-19



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