



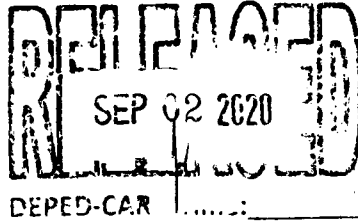
Republic of the Philippines
Department of Education
Cordillera Administrative Region

Office of the Regional Director

September 1, 2020

REGIONAL MEMORANDUM

No. 265-2020



**INCLUSION OF REPORT ON CONFIRMED CASES IN THE COVID-19
WEEKLY SITUATION REPORT**

To: OIC-Assistant Regional Director
Regional Office Chiefs
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
COVID-19 Coordinators
All Others concerned

1. In our continued effort to mitigate the spread of the COVID-19 disease, accurate and precise data is essential in updating our plans and revising our strategies. The Department of Education-Regional Office through the Health and Nutrition Unit has established an internal system for monitoring learners and personnel affected by COVID-19. Our task at the region and division levels is to ensure that reported data is verifiably correct.
2. Attached is the report template for the data required. Signed PDF documents shall be sent through email along with the COVID-19 Weekly Situation Report, every Friday of the week on or before 5:00 o'clock PM, to essd.depedcar@gmail.com.
3. For information, guidance, and compliance.


MAY B. ECLAR PhD., CESO V
Regional Director

ESSD/ABG/afc



Wangal, La Trinidad, Benguet, 2601
Tel: (074)422-1318 | Fax: (074)422-4074
Website: www.depedcar.ph | Email: car@deped.gov.ph



ISO 9001:2015 Certified
Quality Management System
DE-50500784 QM15

COVID-19 Confirmed Cases Report: as of _____ (Cumulative Report)

Region: **CAR**

Division: _____

Place of Assignment (School/Office)	Classification (Teacher/ Nonteaching/ Learner)	Designation (e.g. TIII, AAI, Grade 4, etc)	Age	Sex	Place of Residence	Travel History / Exposure (local travel/ travel abroad/essential travel, market/bank, work/ hospital stay or visit) (close contact- relative/ close contact-workplace/ close contact-others)	Date of Onset of Symptoms (N/A if asymptomatic)	Symptoms	Date of Admission	Place of Admission/ Consultation	Date of Lab Confirmation	Current Health Status (critical/ stable/ recovered/ expired)	Other updates (OTHER HEALTH DETAILS)	Official Report submitted?	Updates on Contact Tracing (Ongoing/Completed) (New case among contacts/No new case among contacts)	Date log for updates	Reported by	Date Reported (in the daily online sheet)	Notes

Prepared by:

Signature over Name/Designation

Reviewed and Verified:

Head, School Health Section

Noted:

Schools Division Superintendent