



11 August 2020

**MEMORANDUM**

**TO :** ALL DA-CENTRAL OFFICE OFFICIALS;  
HEADS OF OFFICE OF DA BUREAUS, REGIONAL FIELD OFFICES AND  
ATTACHED AGENCIES AND CORPORATIONS

**FROM :** THE UNDERSCRETARY FOR ADMINISTRATION AND FINANCE AND  
CHAIR, SERVICE CONTINUITY PLANNING MANAGEMENT TEAM (SCPMT)

**SUBJECT :** **REITERATING THE DIRECTIVE ON THE SUBMISSION OF INCIDENT & CONTACT TRACING AND DAILY MONITORING REPORTS RE: COVID-19 CASES TO DEPARTMENT OF AGRICULTURE (DA)- CENTRAL OFFICE DIVISION CHIEFS AND HEADS OF UNITS, **EXTENDING THE APPLICATION OF THE DIRECTIVE** TO THE HEADS OR REPRESENTATIVES OF DA BUREAUS, REGIONAL FIELD OFFICES AND ATTACHED AGENCIES AND CORPORATIONS, AND **PROVIDING ADDITIONAL DETAILS ON THE SUBMISSION OF SUBJECT REPORTS****

The increasing prevalence of confirmed COVID-19 cases among the personnel of the Department of Agriculture (DA), particularly the DA Central Office, and a number of the Department's bureaus, regional field offices, and attached agencies/ corporations underscores the need to continuously exercise vigilance in the protection of our workplace and personnel against the SARS-CoV-2. For this purpose, Department has put in place various measures to curb the spread of the virus in its official premises and protect personnel from the possibility of contacting the same in the workplace. Among these measures is the designation of division chiefs and heads of units as health and safety coordinators through the Memorandum issued by the undersigned on July 20, 2020 (*Re: Designation of Division Chiefs and Heads of Units as Health and Safety Coordinators*).

**Accordingly:**

1. Insofar as DA-CO is concerned, the undersigned reiterates the following directives upon Division Chiefs and Heads of Units as Health and Safety Coordinators:

**a. Submission of Incident and Contract Tracing Reports:**

- a.1. These shall cover specific incidents of suspected, probable, or confirmed COVID-19 cases as defined under Department of Health (DOH) Memorandum No. 2020-0189 [*Updated Guidelines on Contact Tracing of Close Contacts of Confirmed Coronavirus Disease (COVID-19) Cases*]. See **Annex "A"** for ready reference;
- a.2. The submission of these reports shall be made as soon as possible from the time of acquiring information on said cases;

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Elliptical Road, Diliman  
1100 Quezon City

- a.3. Submissions shall be addressed to the undersigned through the DA-CO Health and Safety Officer by way of electronic mail to the following email addresses:

[marigoto@yahoo.com.ph](mailto:marigoto@yahoo.com.ph) (DA-CO Health and Safety Officer)  
[jessamine\\_aranas@yahoo.com](mailto:jessamine_aranas@yahoo.com) (Head, Personnel Division)  
[junibert@gmail.com](mailto:junibert@gmail.com) (Head, General Services Division)  
[rolandtulay@yahoo.com](mailto:rolandtulay@yahoo.com) (Head, Administrative Service)  
[roldangorgonio@gmail.com](mailto:roldangorgonio@gmail.com), [usecg.dacentral@gmail.com](mailto:usecg.dacentral@gmail.com) (Undersecretary for Administration & Finance and SCPMT Chair)

- a.4. The preparation of the Incident and Contact Tracing Report shall be guided by and include data/ information indicated in the attached form (**Annex "B"**).

**b. Submission of Daily Monitoring Reports:**

- b.1. These are meant to keep track of the status of suspected, probable, or confirmed COVID-19 cases and those identified as "close contact/s"<sup>1</sup> and required to undergo fourteen (14) days self-quarantine period;

- b.2. Submission may be made daily (not later than 5:00 p.m.) or weekly (i.e. not later than 3 p.m. of Friday). However, daily reporting must be done for cases that are fragile, delicate, critical, or otherwise remarkable;

- b.3. The daily monitoring of cases shall be performed until the cases are resolved [*e.g. for confirmed cases: until the conclusion of the quarantine period and the release of certification from the Barangay Health Emergency Response Team of a certification indicating fitness to work; release of medical certificate clearing the patient for purposes of reporting back to work (in the case of those who had to undergo treatment)*]

- b.4. Submissions shall be addressed to the undersigned through the DA-CO Health and Safety Officer by way of electronic mail to the email addresses listed above.

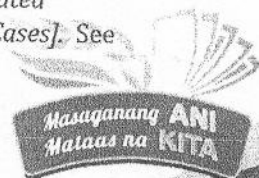
- b.5. The preparation of the Daily Monitoring Report shall be guided by and include data/ information indicated in the attached form (**Annex "C"**).

2. Heads or authorized representatives of DA bureaus, RFOs, and attached agencies and corporations are hereby required to submit subject reports relative to suspected, probable, or confirmed COVID-19 cases affecting their respective personnel.

<sup>1</sup> As defined under Department of Health (DOH) Memorandum No. 0189, Series of 2020 [*Updated Guidelines on Contact Tracing of Close Contacts of Confirmed Coronavirus Disease (COVID-19) Cases*]. See Annex "C" for ready reference;

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3. All officials are reminded to deal with incidents of COVID-19 / SARS-CoV-2 infections in accordance with the applicable rules/ protocols provided under **DA AO No. 23, S. 2020**, *[Adopting the DEPARTMENT OF AGRICULTURE GUIDELINES ON SERVICE CONTINUITY (A NEW NORMAL WORKFORCE AND WORKPLACE MANAGEMENT PLAN OF THE DEPARTMENT OF AGRICULTURE)]*, as amended by **AO No. 26, S. 2020** *[Guidelines on Service Continuity and Precautionary Measures During the Modified Enhanced Community Quarantine (MECQ)]*, related issuances of the Department and pertinent issuances by other agencies of the government including the Department of Health and Civil Service Commission.

**For your strict compliance.**

**USEC. ROLDAN G. GORGONIO**

Undersecretary for Administration and Finance  
Chair, Service Continuity and Planning Management Team



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Office of the Undersecretary for Administration and Finance  
Department of Agriculture

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## ANNEX "A"

### DEFINITION OF TERMS\*

**Confirmed COVID-19 case** — any individual who tested positive for COVID-19 through laboratory confirmation at the national reference laboratory, subnational reference laboratory, or a DOH-certified laboratory testing facility.

**Probable COVID-19 case** — a suspect case who fulfills any one of the following:

- a. Suspect case whose testing for COVID-19 is inconclusive; or
- b. Suspect who tested positive for COVID-19 but whose test was not conducted in a national or subnational reference laboratory or officially accredited laboratory for COVID-19 confirmatory testing;
- c. Suspect case who died without undergoing any confirmatory testing

**Suspect COVID-19 case** — a person who is presenting with any of the conditions below:

- a. All severe acute respiratory infection (SARI) cases where NO other etiology fully explains the clinical presentation.
- b. Influenza-Like Illness (ILI) cases with any one of the following:
  - i. With no other etiology that fully explains the clinical presentation AND a history of travel to or residence in an area that reported local transmission of COVID-19 disease during the 14 days prior to symptom onset; OR
  - ii. With contact to a confirmed or probable case of COVID-19 disease during the 14 days prior to the onset symptoms.
- c. Individuals with fever or cough or shortness of breath or other respiratory signs or symptoms fulfilling any one of the following conditions:
  - i. Aged 60 years and above;
  - ii. With a comorbidity;
  - iii. Assessed as having a high-risk pregnancy; and/or
  - iv. Health worker.

**Close contact** — a person who may have come into contact with the probable or confirmed case two days prior to onset of illness of the confirmed COVID-19 case (use date of sample collection for asymptomatic cases as basis) until the time that said cases test negative on laboratory confirmation or other approved laboratory test through:

1. Face-to-face contact with a probable or confirmed case within 1 meter and for more than 15 minutes;
2. Direct physical contact with a probable or confirmed case;
3. Direct care for a patient with probable or confirmed COVID-19 disease without using proper personal protective equipment; or
4. Other situations as indicated by local risk assessments.

\* [Source: Department of Health (DOH) Memorandum No. 2020-0189 Re: Updated Guidelines on Contact Tracing of Close Contacts of Confirmed Coronavirus Disease (COVID-19) Cases – 17 April 2020]

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INCIDENT AND CONTACT TRACING REPORT

Case No. \_\_\_\_\_

I. PROFILE OF THE CONFIRMED, SUSPECT, OR PROBABLE CASE

Name:	
Age::	
Sex:	
Contact Number:	
Office:	
Place of Assignment:	
Position:	
Employment Status:	
Date of Exposure:	
Date of Testing (date of giving specimen)-for confirmed cases:	
Other information:	

II. INCIDENT REPORT (Narrative)


III. CLOSE CONTACTS (PERSONNEL OF DA/ATTACHED AGENCIES AND CORPORATIONS)

OFFICE	NAME	AGE	SEX	CONTACT NUMBER	DATE OF LAST EXPOSURE	SYMPTOMS YES-Y/NO-N
1						
2						
3						
4						

Other details:


Prepared by: (Should be signed)

[HEALTH AND SAFETY COORDINATOR (DA-CENTRAL OFFICE)]

[HEAD OF OFFICE/AUTHORIZED REPRESENTATIVE

(for Bureaus, DA/Attached Agencies and Corporations)]

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ANNEX "C"

DAILY MONITORING REPORT OF CONFIRMED, SUSPECT, PROBABLE CASES, AND  
CLOSE CONTACTS

(Report for first day of Monitoring)

CASE	REPORTED DATE	OFFICE	NAME	AGE	SEX	CONTACT NO.	DATE OF EXPOSURE	SYMPTOMS YES-Y/NO- N	Date of 1 <sup>st</sup> swab test	Date of 1 <sup>st</sup> Swab Result	Result (+)/(-)	Daily Monitoring Update Date: Eg. August 15

(Report for the 2<sup>nd</sup> day of Monitoring)

CASE	REPORTED DATE	OFFICE	NAME	AGE	SEX	CONTACT NO.	DATE OF EXPOSURE	SYMPTOMS YES-Y/NO- N	Date of 1 <sup>st</sup> swab test	Date of 1 <sup>st</sup> Swab Result	Result (+)/(-)	Daily Monitoring Update Date: Eg. August 16

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