



Republic of the Philippines  
**Department of Education**  
 REGION III  
**SCHOOLS DIVISION OF PAMPANGA**

March 12, 2020

DIVISION MEMORANDUM  
 No. 140, s. 2020

**ADDENDUM TO DIVISION MEMORANDUM NO. 138, S. 2020**  
**(Additional Precautionary Measure in Schools in Response to COVID-19)**

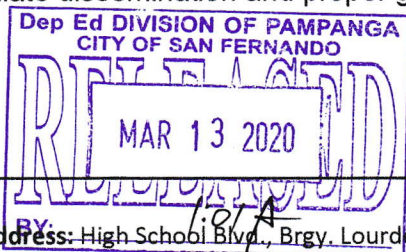
TO : CID and SGOD Chiefs  
 Public Schools District Supervisors  
 Heads Public Elementary and Secondary Schools  
 All Others Concerned

1. In view of the conduct of the CLEAN UP DRIVE in all schools in the Division of Pampanga as part of the precautionary measures in schools in response to COVID-19 on March 14-15, 2020 (Saturday & Sunday) from 8:00 o'clock in the morning onwards, this Office, emphasizes the adherence to Department of Health's (DOH) Health Advisory 1:100 Formulation (1 parteng bleach sa 100 parteng tubig) to completely disinfect areas in the household and other public places. Also, social distancing is given importance during the conduct of the said activity, thus, close contact scenarios among participants is discouraged.
2. Participants to the abovementioned activity shall be granted service credits and compensatory time-off (CTO) leave credits in accordance with Civil Service Commission (CSC) and the Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered to school heads and other school non-teaching personnel and DepEd Order No. 53, s. 2003 entitled Updated Guidelines on Grant of Vacation Service Credits to teachers particularly on Item No. 4, activity no. 2 to read as follow:
 

Item No. 4. Activities Eligible for the Grant of Service Credits

Activity No. 2. Services rendered during calamity and rehabilitation
3. Schools shall follow the process stipulated in the said issuances in requesting service credits and CTO. Likewise, schools shall submit an accomplishment **report** which includes action photos for documentation and comprehensive narration about the **aforementioned** 2-day activity.
4. As earlier mentioned in the previous issuance, learners shall no longer take part on this activity. Instead, are advised to stay at home.
5. This Office, further reiterates that this activity is a provincial-wide campaign as initiated, instructed and directed by the Provincial Government of Pampanga, Office of the Provincial Governor and regarded as one of the ongoing undertakings of preventive actions and measures against COVID-19 of the said office. Thus, this Office, values the efforts in ensuring the safety and well-being of its clientele by maintaining cleanliness and providing a conducive and safe learning environment.
6. For immediate dissemination and proper guidance.

  
**ZENIA G. MOSTOLES, EdD, CESO V**  
 Schools Division Superintendent



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