



Republic of the Philippines
Professional Regulation Commission
Manila



PROFESSIONAL REGULATION COMMISSION
MEMORANDUM ORDER NO. 42
SERIES OF 2020
July 10, 2020

TO : CONCERNED OFFICERS AND PERSONNEL
SUBJECT : DESIGNATION OF HEALTH AND SAFETY OFFICER

In view of the recent confirmed cases of COVID-19 involving personnel and the public, and to facilitate the effective and efficient conduct of final contact tracing by the appropriate Department of Health (DOH) authorities and through the PRC COVID-19 Task Force, the Commission hereby authorizes the designation of a Health and Safety Officer (HSO) per Office/Division, subject to the following rules:

- 1) There shall be a designated HSO and his/her alternate per Office/Division at the Central Office and Regional Offices. Heads of Offices/Divisions, upon issuance of this Order, shall immediately submit to the HRDD the name of their assigned HSO and his/her Alternate. The personnel to be assigned as HSO shall be at least holding a position with salary grade 18-22;
- 2) The HSO shall have the following duties and responsibilities:
 - a. The HSO shall ensure that the health and safety precautionary measures and protocols of the PRC per Memorandum Order No. 8 (s.2020) are strictly observed and complied by all personnel within their respective offices;
 - b. The HSO shall monitor any personnel who may demonstrate any symptoms indicative of COVID-19 or may require medical attention while in the office and immediately report the same to the Head of Office and thereafter, to the COVID-19 Task Force;
 - c. The HSO shall ensure that the Employee/Personnel Health Declaration Form (Annex A) is duly accomplished on the first day of work during the workweek by concerned employees/personnel;
 - d. The HSO shall be responsible for the collection and collation of the duly accomplished Health Declaration Form and the submission of the same to HRDD. In case personnel declares as having the symptoms of COVID-19, the HSO shall immediately report the same to concerned Head of Office for appropriate action;
 - e. The HSO shall immediately likewise report to the concerned Head of Office any personnel who failed or refuses to accomplish the Health Declaration Form;
 - f. In case personnel, either within or outside the concerned office, had tested positive in RT-PCR test, the HSO shall be responsible in conducting a survey, for tracing purposes, within his/her respective office.
 - g. The HSO, through the conduct of interview, shall determine possible contact of all personnel within the concerned offices, and shall accomplish the prescribed Contact Tracing Form (Annex B), for reporting purposes. The report shall be accomplished within the day that the positive result is made known to all concerned offices and the same shall be immediately submitted to the HRDD;
 - h. In case the subject personnel who tested positive is within the office of the concerned HSO, the HSO shall be responsible in securing said test result from the concerned personnel, subject to the observance of confidentiality rules under the Data Privacy Law¹, and shall endorse the same, with the Contact Tracing Form to the COVID-19 Task Force, thru the HRDD.

¹ Republic Act No. 10173

- i. It shall also be the responsibility of the HSO to monitor the needs of the concerned staff within their office who are placed under mandatory quarantine, and to coordinate the same to the HRDD for possible assistance.
 - j. Upon completion of the mandatory quarantine of a covered personnel, the HSO of the concerned office shall ensure that a medical clearance for return to work purposes is duly secured and that the same is duly submitted to the HRDD for purposes of issuing a Return to Work Order.
 - k. The HSO shall ensure that the logbook book sheet for all visitors from other offices is duly accomplished by the transacting personnel. The HSO shall likewise ensure that only those with urgent and official business shall be allowed entry to the concerned office.
 - l. In case PRC premises will be subjected to disinfection and decontamination procedures, the HSO shall ensure the opening of his/her respective office during the said activity or that keys thereof are duly endorsed to the Security Guard on duty for that purpose.
- 3) All designated HSOs shall undergo necessary training on contact tracing and other COVID-19 prevention related webinars.

For strict compliance.



TEOFILO S. PILANDO, JR.
Chairman





PROFESSIONAL REGULATION COMMISSION

HEALTH DECLARATION FORM

(For Personnel)

1. Name (*Pangalan*) : _____2. Nationality (*Nasyonalidad*) : _____3. Sex (*Kasarian*) : _____4. Age (*Edad*) : _____5. Contact Numbers (*Numerong Matatawagan*) : _____

a. Landline _____

b. Mobile _____

6. Office/Division/Unit (*Opisinang Kinabibilangan*) _____7. Home Address (*Tirahan*) : _____8. Foreign countries you have visited, transited or travelled in the last 21 days (*Bansang pinuntahan sa nakalipas na 21 araw.*) :

9. Provinces/Cities in the Philippine you have visited/ transited in the last 21 days (*Probinsya at siyudad na pinuntahan sa nakalipas na 21 araw.*)

10. Have you been sick of any of the following in the past 14 days? (*Nakaramdam ka ba ng mga sumusunod sa nakalipas na 14 araw.*)

	(YES)	(NO)
• Fever (<i>Lagnat</i>)	[]	[]
• Colds (<i>Sipon</i>)	[]	[]
• Cough (<i>Ubo</i>)	[]	[]
• Sore Throat (<i>Pangangati ng lalamunan</i>) []	[]	[]
• Difficulty in Breathing (<i>Hirap sa Paghinga</i>)	[]	[]
• New Loss of Taste or Smell	[]	[]

11. Have you been in close proximity, within the past 14 days, to anyone experiencing any of the above symptoms or has experienced any of the above symptoms since your contact with that person? (*Meron bang pagkakataon na nakalapit ka, sa nakalipas na 14 araw, sa sinumang nagtataglay ng mga nabanggit sa taas na simtomang o kaya ay naramdaman mo ang mga ito mula noong araw na lumapit ka sa nasabing tao?*)

12. Have you been exposed to anyone who tested positive for COVID-19 in a Rapid Antibody Test or Reverse Transcription-Polmerase Chain Reaction Test within the past 14 days? Explain the circumstance of exposure. (*Naexposed ka ba sa sinuman na nag-positive ng COVID-19 sa nakalipas na 14 araw? Pakisalaysay.*)

I hereby certify that the information given are true, correct and complete, I understand that failure to answer any false/wrong information given may be ground for filing a criminal case against me under Articles 171 and 172 of the Revised Penal Code of the Philippines (*Ako ay nagpapatunay na ang impormasyong ibinigay ko ay tiyak tama at kompleto. Naiintindihan ko na ang hindi pagsagot o pagbibigay ng maling impormasyon ay maaaring maging basehan sapag sampa ng kaso laban sa akin ayon sa articles 171 and 172 of the Revised Penal Code of the Philippines.*)

Name and Signature of Personnel

(Pangalan at Perma)

(This form should be accomplished every first day of the week or on the first day of onsite duty)

"ANNEX B"

Official/Employee	Office/Division	Report on Interaction	DOH Sub-Group Category*	Mode of Exposure	Contact Information	
					Address	Contact Number

*DOH Memorandum No. 2020-0258

Subgroup A: Patients or healthcare workers with severe/critical symptoms, relevant history of travel/contact

Subgroup B: Patients or healthcare workers with mild symptoms, relevant history of travel/contact, and considered vulnerable. Vulnerable populations include those elderly and with preexisting medical conditions that predispose them to severe presentation and complications of COVID-19.

Subgroup C: Patients or healthcare workers with mild symptoms, relevant history of travel/contact

Subgroup D: Patients or healthcare workers with no symptoms but relevant history of travel/contact

Subgroup E. Frontliners indirectly involved in health care provision in the response against COVID-19

Subgroup F. Other vulnerable patients such as those with comorbidities, those who will undergo high-risk, elective surgical procedures, those living in confined spaces such as persons deprived of liberty or institutionalized persons, and others.

Mode of Exposure

e.g. Face-to-face contact with confirmed case within 1 meter for 8 minutes

Direct contact with confirmed case within 1 meter for 8 minutes