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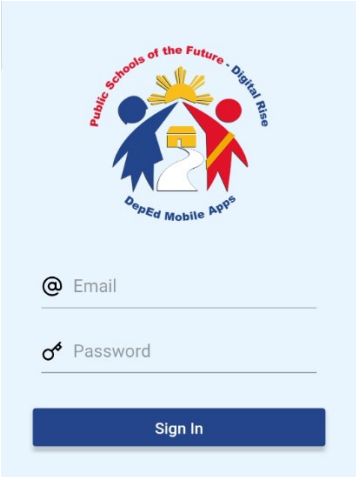
Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

DepEd Task Force COVID-19
MEMORANDUM No. 37
21 April 2020

For: **Regional Directors**
Schools Division Superintendents
Regional and Division DRRM Coordinators
Regional and Division Health and Nutrition Coordinators
Principal, School Heads and Teachers-in-Charge
Single Sources of Truth at School levels

Subject: **REPORTING OF DEPED FACILITIES BEING USED AS ALTERNATIVE FACILITY FOR ANY COVID-19-RELATED ACTIVITY USING THE DEPED MOBILE APP**



To keep everyone updated and to have concrete basis for informed decisions, all concerned are enjoined to report if their school or DepEd facility is being used as an alternate facility for any COVID-19-related activity.

For this purpose, the **DepEd Mobile App** will be used in the reporting. The mobile app may be accessed at **https://mobileapp.deped.gov.ph**, but only by registered Single Sources of Truth (SST) at the school level.

SST must submit reports and details using the attached **DepEd Mobile App User Guide for Facilities Tracker - ECQ**. This user guide may be accessed or read at https://bit.ly/DepEdMobileUserGuide.

Consolidated Quantitative Reports at the District, Regional and National Levels will be provided to Execom and Mancom Members, Regional Directors and Schools Division Superintendents **through appropriate dashboards which will later on be communicated** to concerned offices.

In this uncertain time of ECQ, we need to consolidate and validate all information from the ground and be prepared for any eventuality.

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Office of the Undersecretary for Administration (OUA)
[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (BLSS), Bureau of Learner Support Services (BLSS), Baguio Teachers' Camp (BTC), Central Security & Safety Office (CSSO)]

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Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo

For queries and other details, please contact the Disaster Risk and Reduction Management Service (DRRMS) through Jose Gabriel Noveno at +632863749-33 and drrmo@deped.gov.ph, and/or the Bureau of Learner Support Services - School Health Division (BLSS-SHD) through Gian Erik Adao at +63286329935 and blss.shd@deped.gov.ph.

Thank you for complying and let us all keep safe.

ALAIN DEL B. PASCUA
Undersecretary
Chairperson, DepEd Task Force COVID-19

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DepEd Mobile App
Facilities Tracker – ECQ

USER GUIDE

In using the DepEd mobile App, log-in with your assigned school, and always remember to use your email address and password.

A general instructions section can be found on the landing page where other memoranda and navigation bars for existing trackers can also be viewed. Regularly check this app for updates, new tracker modules, or new memorandum.

The DepEd Mobile App is designed to provide a tool where you can securely and accurately submit reports so that stakeholders and the management can receive consolidated data and information to assist them to make informed decisions.

It is therefore imperative to carefully read each question or statement, understand what is being asked, and be mindful when responding.

Remember that your responses will affect and effect a greater good.

How to Use the FACILITIES TRACKER (ECQ)

The facilities tracker is a reporting tool where you can submit specific information about the use of school facilities in this crisis situation.

As a reminder, ensure that before responding to each point, carefully read each question/statement, and be timely and accurate with the information.

Upon clicking on the FACILITY TRACKER (ECQ), the following questions/items need to be answered truthfully:

Is your school currently utilized for the COVID-19 Crisis?

- Yes
- No
- Requested by LGU / Government Agency

- By Clicking No, you are stating that your school has not received any request and is not being used for the COVID-19 Crisis. When the time comes that a request has been received or the circumstances have changed, you can go back to this app and update your responses.

- By clicking YES, you must select the nature or purpose for the facility use. Check one or more of the following that best describe the use of the facility.

  - Quarantine for Close Contacts
  - Isolation for Probable / Suspect
  - Holding Area
  - Dormitory for Health Workers
  - Food Preparation / Distribution
  - Relief / Supply Depot
  - Camp/Barracks
  - Evacuation
  - OTHERS _____
    (specify the answer on the space provided if it is not listed on the choices above)

  - Number of buildings _____
    (write down the number of Buildings now being used for proper monitoring)
  - Number of classrooms _____
    (write down the number of Classrooms now being used for proper monitoring)

Tick on the status of the request of the LGU or Agency and specify the name of the requesting LGU / Agency.

- Approved
- Denied
- Under Evaluation
- Not yet filed / no request
- Verbal Request Only

You can upload a photo in this report but remember to take a photo first and select the appropriate photo for uploading in this app.

Click the SUBMIT BUTTON, after carefully reading your responses again.

- If a formal request has been submitted by the LGU or any government agency, CLICK Requested by LGU / Government Agency. Then select the status of the request.

  - Request Submitted
  - Request Denied (state reason) _____
  - Approved (not yet used/ waiting for mobilization)

Specify the name of the requesting LGU or Organization (AFP, PNP, Regional, Provincial, City, Municipal, IATF, etc.)

Number of Buildings Requested _____
Number of Classrooms Requested _____

Click on the SUBMIT BUTTON to update the server for reports consolidation.

Reference: **https://bit.ly/DepEdMobileUserGuide**

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