



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION
Regional Office VI
Magsaysay Village, La Paz, Iloilo City
Telefax: (033) 508-8852
E-mail Address: chedro6@ched.gov.ph

RELEASED

Date:05/08/2020

CHEDRO VI MEMORANDUM

No. 044, Series of 2020

TO : **PRESIDENTS PUBLIC/PRIVATE HIGHER EDUCATION INSTITUTIONS,
SCHOOL OFFICIALS, STUDENTS & OTHER STAKEHOLDERS OF THIS
OFFICE**

SUBJECT : **THE “NEW NORMAL” OPERATION/PROTOCOL**

DATE : **MAY 8, 2020**

In view of the COVID-19 pandemic and the call from the World Health Organization and the Department of Health to implement health measures in the Office for the safety of everyone, please be informed of the following:

1. Only people with appointment per appointment schedule duly noted by the Regional Director/Officer in-Charge will be given to the guard as reference for entry
2. Strict implementation of the “No Face Mask, No Entry” policy
3. Visitors will have to fill out a health card form provided at the guard’s desk
4. A visitor’s color coded visitor’s pass will be issued to ensure the unit to be visited as pre-arranged (by appointment) to the concerned staff; to avoid aggregation of people only a maximum of 10 visitors will be accommodated at a given time with no more than 3 visitors per floor. Visitors are enjoined to strictly adhere to their appointment and not to move from one unit to another. Rest assured that the visitor’s pass will be disinfected after every use.
5. An area for handwashing and a disinfected foot mat are provided at the entry area
6. Temperature reading will be done; visitors with 37.4°C or higher body temperature are restricted from entry into the building moreso people showing signs of upper respiratory infection like cough, runny nose, dizziness and generalized body weakness
7. Document trays are available at the front of the main door of the Office and under the sun where deliveries of couriers/documents of walk-in clients will be placed
8. CHEDRO VI Memorandum No. 31 s. 2020 is reiterated for the different contact numbers where queries and clarifications could be forwarded thru email: chedro6@ched.gov.ph or through the following official numbers:

Telephone Number: (033) 508-8852/ (033) 329-5955 loc:

101	-Public Assistance and Complaint Desk
109/110	-CAV, SO and Records Unit
202/203	-Student Development and Services



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208 -K-12 Unit
206 -UNIFAST

09068826155/09468828913 -Student Development and Services
09158420255/09128740505 -K-12 Unit
09068826183/09468828919 -UNIFAST

Thank you. Let's heal together as one nation in one global community.

For your guidance and compliance.

Maura Consolacion D. Cristobal

MAURA CONSOLACION D. CRISTOBAL, Ed.D., CESO III
Director IV

