



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City  
<http://www.dilg.gov.ph>



24 APR 2020

**MEMORANDUM CIRCULAR**  
**No. 2020- 077**

**TO : ALL PROVINCIAL GOVERNORS, CITY AND MUNICIPAL MAYORS, HEADS OF LOCAL SANGGUNIANs, PUNONG BARANGAYS, DILG REGIONAL DIRECTORS, THE BARMM MINISTER OF LOCAL GOVERNMENT, THE CHIEF OF THE PHILIPPINE NATIONAL POLICE, THE CHIEF OF THE BUREAU OF FIRE PROTECTION, AND ALL OTHERS CONCERNED**

**SUBJECT : RATIONALIZING THE ESTABLISHMENT OF A LOCAL GOVERNMENT UNIT TASK FORCE AGAINST COVID-19**

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**1. Background**

- 1.1. It is the policy of the State to protect and promote the right to health of every Filipino people and to instill health consciousness among them.
- 1.2. Presidential Proclamation Nos. 922 and 929 S. 2020 which laid down broad strategies and guidelines governing the imposition of the Enhanced Community Quarantine (ECQ) over the entire Luzon and implementation of stringent social distancing measures throughout the country.
- 1.3. Republic Act (RA) No. 11469 (Bayanihan to Heal as One Act) was enacted placing the country in a state of National Emergency due to the threat of COVID-19. Under such act, local government units (LGUs) are mandated to act within the letter and spirit of all rules, regulations, and directives issued by the National Government, and for them to fully cooperate in implementing policies to address COVID-19.
- 1.4. DILG Memorandum Circular No. 2020-073 dated April 13, 2020, providing guidelines for local government units (LGUs) in the conduct of the expanded testing procedures for COVID-19.
- 1.5. DILG Memorandum Circular No. 2020-067, issued by this Department on April 2, 2020, providing additional guidelines on quarantine and isolation measures relative to the COVID-19 situation.

1.6. Memorandum dated March 07, 2020 re: Activation of Local COVID Task Forces, and other necessary measures to address the recent COVID-19 developments in the National Capital Region.

## 2. Purpose

2.1. This Memorandum Circular is issued to direct all Local Government Units (LGUs) to fully establish and activate their respective Local Task Force Against COVID-19 and align all their actions with the national strategy framework.

## 3. Policy Content and Guidelines

3.1. A local task force against COVID-19 in every Province, City, and Municipality shall be established by each respective LGU.

3.2. LGUs shall facilitate the establishment of their own Local Emergency Operations Center to enable them to monitor and analyze data coming from the local government and interior sectors. This is to better address the concerns and issues of their constituents in their respective localities.

3.3. The LGU Task Force shall be composed of, but shall not be limited to, the following:

3.3.1. Head: Local Chief Executive (LCE)- The task force shall be organized and headed by the Local Chief Executives of the respective Provinces, Cities, or Municipalities. In case of vacancy, absence, or incapacity of the LCE, the LGU shall follow the rules on succession under the Local Government Code to determine who shall organize and serve as head of the task force.

3.3.2. Members: DILG (C/MLGOO)  
PNP  
BFP  
P/C/MDRRMO  
MHO  
BHW  
BHERT  
BPSO  
RESU/LESU

**3.4.** The said task force shall have, but shall not be limited to the following teams:

**3.4.1. Contact Tracing Team (CTT)** whose responsibility is to conduct contact tracing for all persons with known exposure to a COVID-19 patient to ensure that they are strictly observing the home-quarantine measures and monitor status of probable, suspected, and confirmed cases including family members with known contact to a confirmed case to mitigate possibility of contagion, and report daily update to the COVID-19 Provincial and Regional Task Forces. Following the directives of the IATF-EID, the contact tracing teams of each LGU shall be led by the head of the Local Epidemiology Surveillance Unit of the LGU or its equivalent and shall include in its members representatives from the PNP, BFP, POPCOM, NGOs, and LGU volunteers.

**3.4.2. Diagnostics and Testing Team (DTT)** whose responsibility is to facilitate the conduct of the expanded testing and provide framework for formulation and operations, to respond to the prevention or mitigation of COVID-19 through, but not limited to, Real Time-Polymerase Chain Reaction (RT-PCR), blood testing to antibody testing, to temperature scanning and recording of symptoms. Testing of probable or suspected cases, both through PCR (swabbing) and Rapid Anti-Bodies Test Kit, must be conducted to effectively detect possible infection.

**3.4.3. Patient Management and Monitoring Team (PMMT)** whose responsibility is to keep track of the status and health of all individuals whether those who are probable, suspected, or confirmed, including those who are in quarantine or scheduled to go in quarantine. Under the PMMT are the Isolation Facility Management Unit (IFMU), the COVID Referral and Liaison Unit (CRLU), and the Reintegration and Psychosocial Counselling Unit (RPCU).

**3.4.3.1. Isolation Facility Management Unit (IFMU)** whose responsibility is to provide framework for the formulation of identifying and/or maintenance of isolation facilities that will house probable or suspected and/or confirmed cases of COVID-19 pursuant to existing guidelines of the Department of Health, and to enforce, regulate, and/or administer mandatory fourteen (14) day quarantine of concerned individuals.

**3.4.3.2. COVID Referral and Liaison Unit (CRLU)** whose responsibility is to serve as coordinators and/or liaison between referral centers/hospitals and the LGUs, health providers, primary healthcare units or laboratory facilities for all communications on COVID-19 concerns including but not limited to referrals, consultations, data requests, validation and follow-up. They are to guarantee the

unhindered processing of symptomatic COVID-19 positive patients from the transfer and admissions thereof to concerned health facilities.

**3.4.3.3. Reintegration and Psychosocial Counselling Unit (RPCU)**

whose responsibility revolves around the provision of psychosocial support to affected or individuals in need, the scope of which includes probable, suspected, and confirmed cases, and those who had contact with them, upon certification of completion of any mandatory quarantine period and/or release of a negative COVID-19 test result by a competent, and authorized facility/agency. They shall mainly focus on recovered COVID-19 patients who suffer discrimination from the society. In the same vein, LGUs must push for psychosocial programs and action plans to help patients, survivors and health workers overcome the psychosocial effects after experiencing the hardships of the pandemic. This will be their way to reintegration to the new normal.

**3.4.4. Logistics and Resources Support Team (LRST)** whose responsibility

is centered on the effective management, procurement, and distributions of all LGU resources for battling COVID-19 or for provision of assistance from relief packs, PPEs, disinfectants, and all other related resources including the determination of, and establishment of isolation and holding facilities. They are tasked of ensuring that necessary support and resources are readily available for the people throughout the duration of the localized quarantine.

- 3.5. The LGUs shall have the discretion to identify the number of members of each team as deemed necessary, including which sectors or offices are to be represented, subject only to any requirement the national government may impose with regard to mandatory members, to fully discharge their roles and responsibilities to serve the needs of their respective constituents.
- 3.6. The LGU task force shall take the lead in all related situations and concerns, and closely coordinate with the DOH-Center for Health Development.
- 3.7. The LGU may make use of any available technology or application that could assist it in its actions relative to contact tracing.
- 3.8. Memorandum of Agreement and/or any other arrangements with different agencies and organizations, which will help the task force, are encouraged.
- 3.9. Video teleconference (VTC) and other media platforms may be used for easy coordination/cohesive action.

**3.10. General Protocols to be Adopted by the Local Task Force against COVID-19 (4-Steps):**

**3.10.1. 1<sup>st</sup> Step Contact Tracing:** Agents of the Task Force, upon receipt of the report of a confirmed, suspected, or probable case, shall verify the identity of the confirmed/suspected /probable individual and establish contact with them either through phone, e-mail, or in-person outreach. (*\*Note: If the confirmed/suspected case is deceased, seek out their immediate family and use them for contact tracing*). The Task Force shall set the parameters on the potentially infectious period before the isolation of the confirmed/suspected individual. This shall determine the period when the individual is most infectious which will help in tracing other possible cases. (*\*Note: Per recent studies, this period is usually 48 hours before onset symptom for symptomatic cases*).

**3.10.1.1.** As a guide to the Task Force, the probable contacts may be the following:

- a.) Household members;
- b.) Intimate partners;
- c.) Individuals providing care for the household (*kasambahay*); and
- d.) Individuals who has had close contact (closer than 6 feet) for a prolonged period (20-30 minutes).

**3.10.2. 2<sup>nd</sup> Step Isolation:** Probable, and suspected cases, including those identified to have had contact with such cases, including confirmed cases, shall be put in isolation or required to undergo quarantine for a minimum of fourteen (14) days or when test results from a government acknowledged institution or testing kit yields negative results, whichever is shorter.

**3.10.2.1.** If probable and suspected cases, or contacts starts to show symptoms akin to COVID-19, the Task Force shall refer the case to the appropriate hospital. Individuals with mild symptoms are referred to Level 2 Hospitals while those manifesting severe symptoms are transferred to Level 3 or Level 4 Hospitals.

**3.10.3. 3<sup>rd</sup> Step Testing:** All cases and contacts of such cases shall be subject to appropriate tests.

**3.10.3.1.** Infected individuals exhibiting mild symptoms and even those asymptomatic must be admitted. Provinces and highly urbanized cities must put up 1,000 bed capacity isolation facilities to cater to possible surge of cases once ECQ is lifted.

**3.10.4. 4<sup>th</sup> Step Reintegration or Referral:** Upon release of credible test results, the LGU shall either cause the reintegration of the person to the community, if the result is negative, or the referral of the case to an

appropriate facility, if the result is positive. In both cases, the LGU shall provide the person with psychosocial support. Positive cases shall then undergo again all the steps starting from the 1<sup>st</sup> step.

- 3.11.** All LGUs, through their task force, are required to submit regular Status Reports.
- 3.12.** Inaction of LGUs, or any action considered excessive and inconsistent with the said provisions shall be dealt with accordance to Section 6 of RA 11469 and other relevant national laws and policies.
- 3.13.** Further, the role of the Barangays is critical in the fight against COVID-19 for they are the primary level of local government and are therefore instructed to continue to implement the orders of the National Government in their respective jurisdictions.
- 3.14.** All DILG Regional Directors and the BARMM Minister for Local Government are hereby directed to cause the widest dissemination of this Memorandum Circular, and to ensure compliance of all LGUs under their respective areas of jurisdiction.

#### **4. Repealing Clause**

All DILG issuance or specific provisions of such issuance deemed inconsistent with the policies stated herein, are hereby repealed.

#### **5. References**

- 5.1.** The 1987 Philippine Constitution
- 5.2.** Republic Act No. 11469 or the “Bayanihan to Heal as One Act”
- 5.3.** DILG Memorandum Circular No. 2020-073
- 5.4.** DILG Memorandum Circular No. 2020-067
- 5.5.** DILG Memorandum re: Activation of Local COVID Task Forces, and other necessary measures to address the recent COVID-19 developments in the National Capital Region dated March 07, 2020
- 5.6.** IATF-EID Resolution No. 25

**6. Effectivity**

This Memorandum Circular shall take effect immediately.

**7. Approving Authority**

  
**EDUARDO M. AÑO**  
Secretary 

