



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

OCT 13 2025

MEMORANDUM

**INTENSIFIED HEALTH MONITORING AND REFERRAL
DUE TO RISING CASES OF INFLUENZA-LIKE ILLNESS (ILI)**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OICs
All Others Concerned

1. In view of the reported increase in Influenza-Like Illness (ILI) cases within the city and nearby areas, all schools are hereby reminded to intensify health and safety measures to prevent the further spread of infection among learners, teachers and personnel. The following preventive actions shall be strictly implemented and monitored in all schools:

1. Early Identification

- Advisers shall conduct daily health checks for learners.
- Immediately refer students showing early signs of fever, cough, colds, sore throat, body pains or other flu-related symptoms to the school clinic for proper assessment.
- Reiterate the established process flow in handling Influenza-Like Illness (ILI) cases to all teaching and non-teaching personnel, ensuring proper documentation, isolation, and referral procedures are followed.

2. Intensification of WASH in Schools (WinS) Program

- Reinforce regular handwashing activity with soap and water.
- Ensure the availability of clean water, soap, and functional handwashing facilities in strategic areas of the school.
- Ensure proper waste disposal and daily cleaning and disinfection of classrooms and frequently touched surfaces.
- Maintain good ventilation in all learning and office spaces.

3. Health Education and Information Dissemination

- Conduct information drives on proper cough etiquette, hand hygiene, and preventive health behaviors.
- Disseminate health advisories through social media and group chats
- Post IEC materials to raise awareness on prevention, transmission, and early symptoms
- Encourage students and staff to stay home if sick and to seek medical consultation when necessary.



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4. Disinfection Activity

- Schools must ensure regular cleaning and disinfection of classrooms, offices, and high-touch surface areas. Particular attention should be given to: Doorknobs, tables, chairs, and shared equipment, Comfort rooms and handwashing stations, Isolation or holding areas used for symptomatic individuals.

5. Coordination, Referral, and Medical Assistance

- Strengthen the referral system to the City Health Office and ensure close coordination with local health authorities for guidance on case management and surveillance.
- Report all suspected or confirmed cases immediately to the Division Office Health unit for monitoring, technical assistance and report consolidation.
- Ensure that school first aid stations are equipped with necessary supplies such as thermometers, face masks, and alcohol.
- Nurses to do follow up on confirmed cases to ensure recovery before reintegration into classrooms.

2. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES CESO VI

Assistant Schools Division Superintendent
Officer-In-Charge

Office of the Schools Division Superintendent

Enclosure: As stated

References: None

To be indicated in the Perpetual Index
under the following subjects:

COMMUNICATION

HEALTH

LEARNERS

PERSONNEL

MML/DM – Intensified health monitoring and referral due to rising case of ILI
419 / October 13, 2025

UN-2025-419

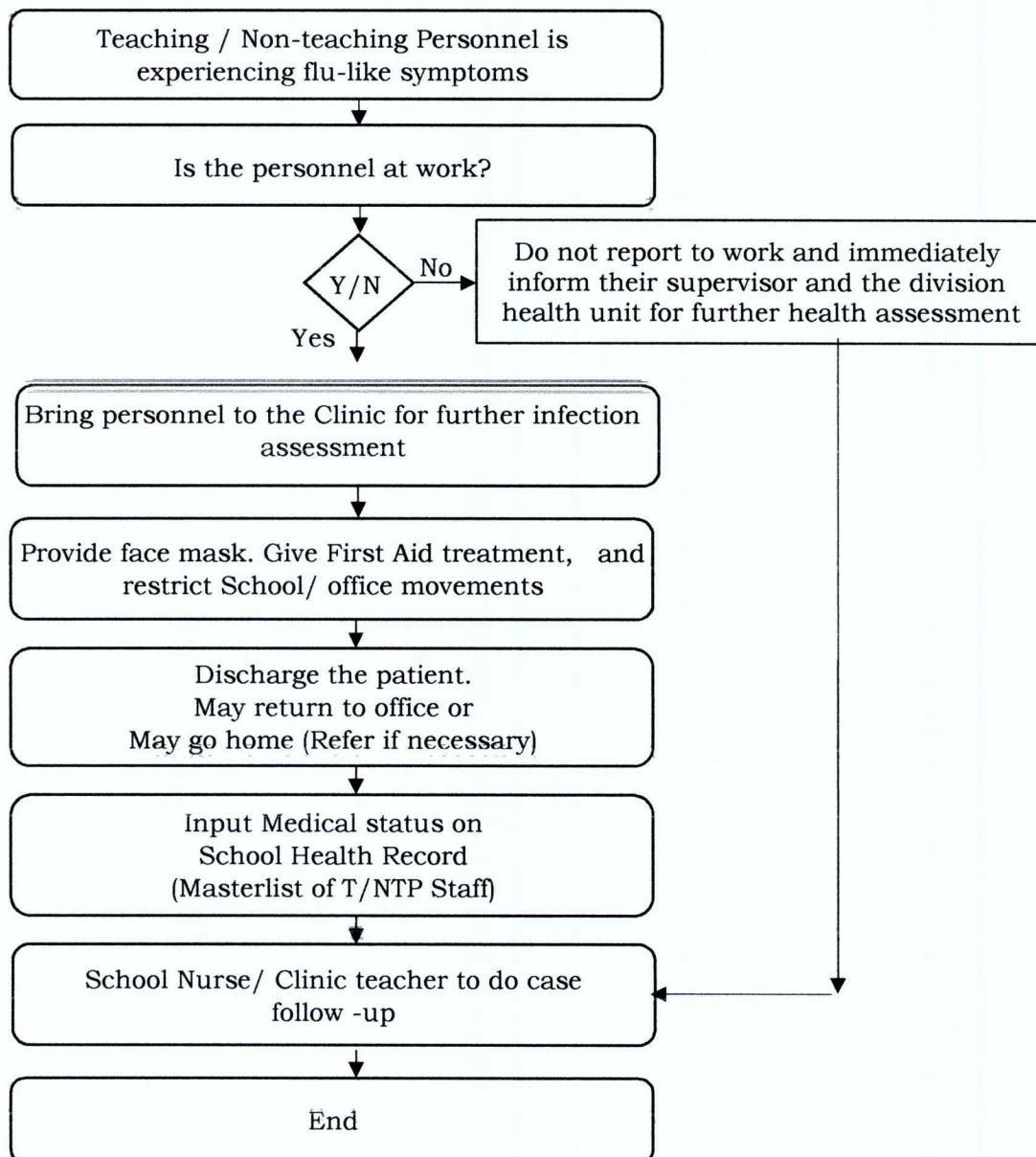


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SDO MUNTINLUPA
SCHOOL GOVERNANCE AND OPERATIONS DIVISION
SCHOOL HEALTH AND NUTRITION UNIT

PROCESS FLOW ON FLU-LIKE SYMPTOMS REPORTING AND RESPONSE



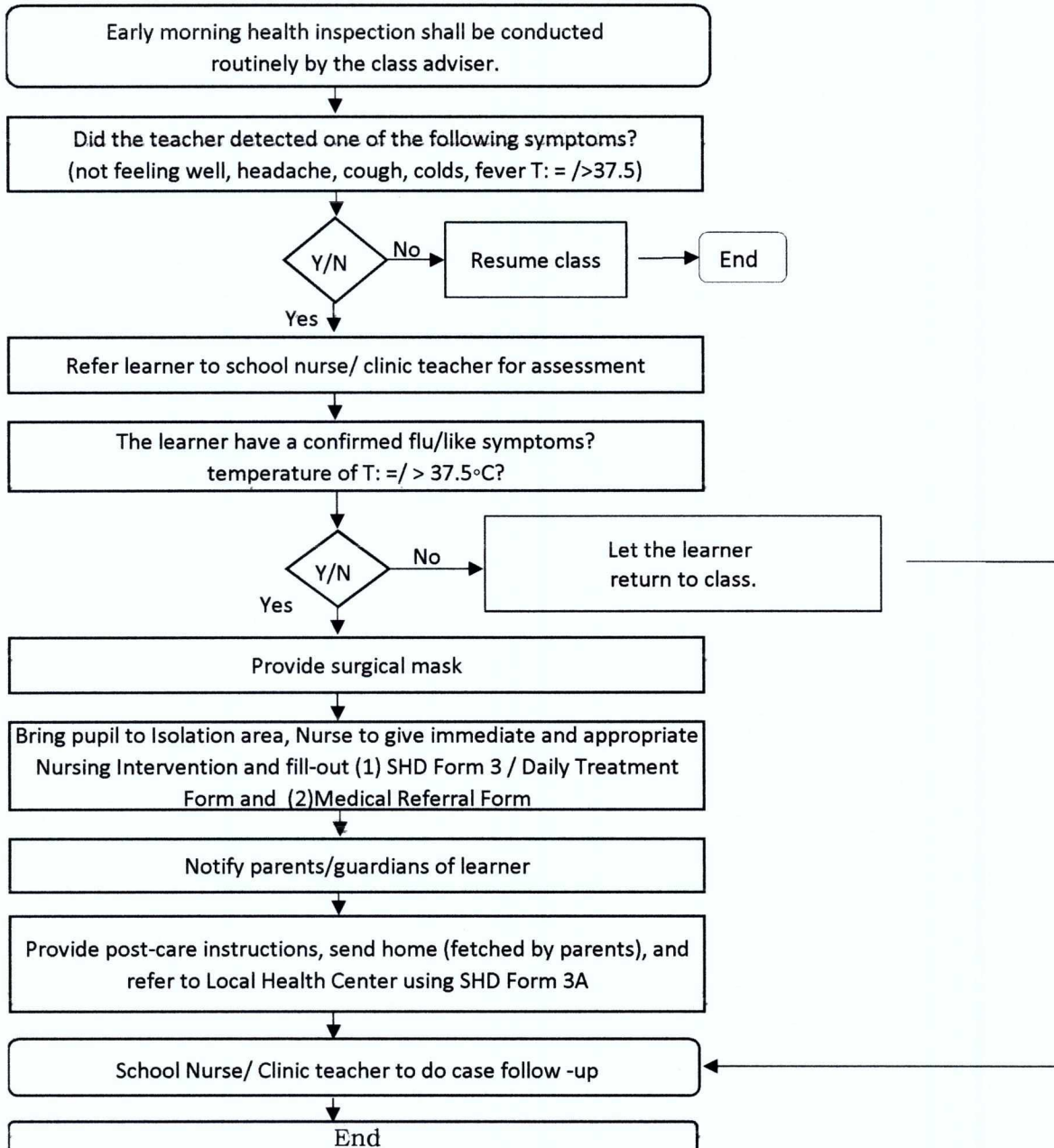
Prepared by:

MARIPAZ M. LAVIN, R.N.
Division Nurse



SDO MUNTINLUPA
SCHOOL GOVERNANCE AND OPERATIONS DIVISION
SCHOOL HEALTH AND NUTRITION UNIT

**INFECTION ASSESSMENT, MONITORING AND REFERRAL SYSTEM
INCORPORATING PREVENTIVE ALERT SYSTEM IN SCHOOLS (PASS)**




MARIPAZ M. LAVIN
Division Nurse

INFLUENZA-LIKE ILLNESS (ILI) REMINDER AND MONITORING CHECKLIST

School: _____

Date: _____

AREA / ACTIVITY	SPECIFIC ITEMS TO CHECK	Evident	Not Evident	REMARKS / ACTION TAKEN
1. Identification and Monitoring of Symptoms	School Memorandum on Influenza-like-Illness			
	Daily health check of learners and identification of ILI symptoms.			
	Sick learners/personnel are separated from others immediately.			
2. WASH (Water, Sanitation, and Hygiene) in Schools	Clean water and soap available in all handwashing stations.			
	Regular handwashing practiced by learners and staff.			
	Posters and reminders on handwashing and cough etiquette displayed.			
	Toilets are clean, functional, and cleaned daily			
3. Health Promotion and Advocacy	Conduct of ILI/flu prevention information drive.			
	Teachers and students reminded about respiratory etiquette.			
	Posters/IEC materials displayed in visible areas.			

AREA / ACTIVITY	SPECIFIC ITEMS TO CHECK	Evident	Not Evident	REMARKS / ACTION TAKEN
4. Disinfection activity	High-touch surfaces disinfected regularly (doorknobs, phones, tables, railings).			
	Adequate supply of disinfectants and alcohol available.			
	Proper waste segregation and disposal practiced.			
	Isolation area ready and properly equipped.			
5. Reporting and Referral	ILI reports submitted weekly to Division Health unit			
	Updated Daily Treatment Record (SHD Form 3)			
	Proper documentation of referred or sent-home cases.			
	Proper referral form and coordination with City Health Office/ Health Center			
	Parents/guardians informed promptly of any health concern.			

Monitored by:

Designation

Conforme:

School Head