



Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

January 30, 2020

MEMORANDUM CIRCULAR

No. 2020- 0006


FOR : ALL UNDERSECRETARIES; ASSISTANT SECRETARIES; DIRECTORS OF BUREAUS, SERVICES AND CENTERS FOR HEALTH DEVELOPMENT; EXECUTIVE DIRECTORS OF SPECIALTY HOSPITALS; CHIEFS OF MEDICAL CENTERS, HOSPITALS, SANITARIA AND INSTITUTES; PRESIDENT OF THE PHILIPPINE HEALTH INSURANCE CORPORATION; DIRECTORS OF TREATMENT AND REHABILITATION CENTERS; ATTACHED AGENCIES AND OTHERS CONCERNED

SUBJECT : PROVIDING FOR THE REPORTING AND INFORMATION DISSEMINATION PROTOCOL IN RESPONSE TO THE NOVEL CORONAVIRUS (2019-nCoV) HEALTH EVENT

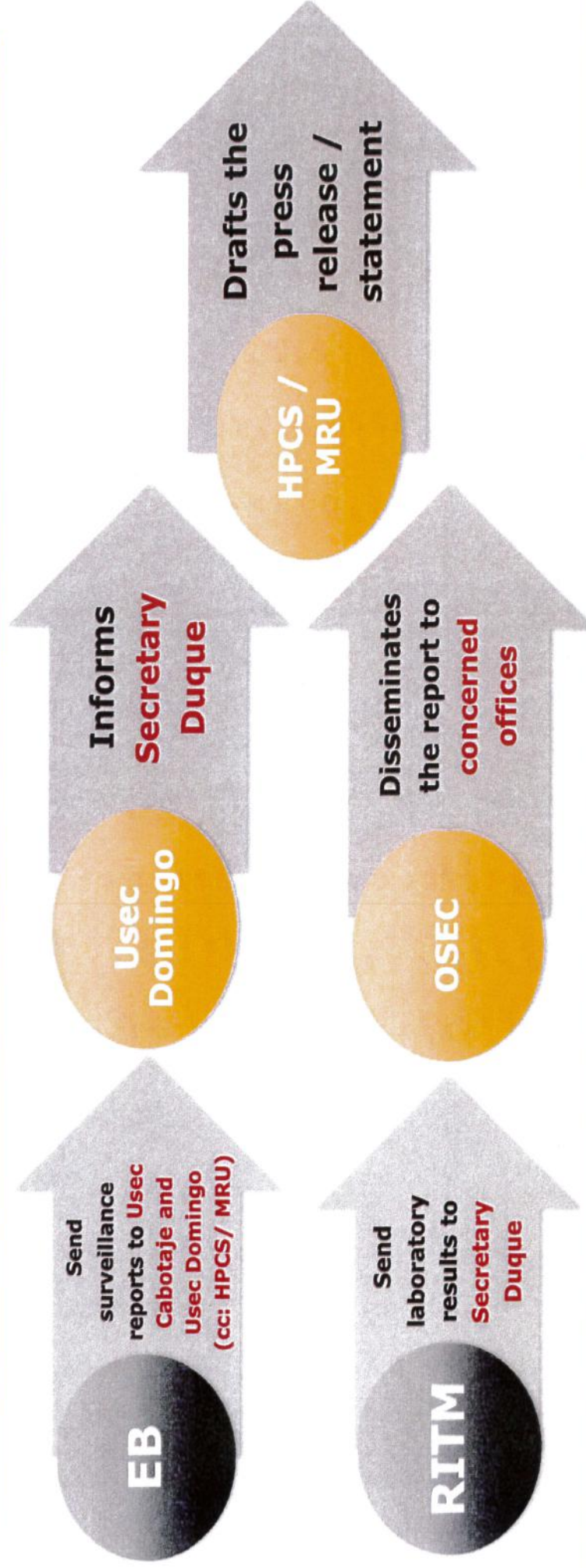
The events and circumstances surrounding the Novel Corona (2019-nCoV) Health Event has brought about much panic and confusion to the public mostly due to conflicting, inaccurate and unverified reports circulating around several media outlets and social media platforms.

In order to combat misinformation and allay the fear of the public, it is imperative that rapid, reliable and accurate information be provided in order to update the public about current information on 2019-nCoV; to encourage the public to take actions to prevent the spread of the disease; to inform stakeholders on the government's actions to protect the health of the public and concerned individuals; and to correct misconceptions. It is in this light that the attached Reporting and Information Dissemination Protocol, as prepared by the Health Promotion and Communication Service, is circularized.

All employees and officials of the Department of Health is enjoined to assist the Department in ensuring that only official and verified information is disseminated to the public and refrain from contributing to the hysteria by sharing unverified, unofficial, false, and misleading information.


FRANCISCO T. DUQUE III, MSc
Secretary of Health

Reporting and Info Dissemination Protocol

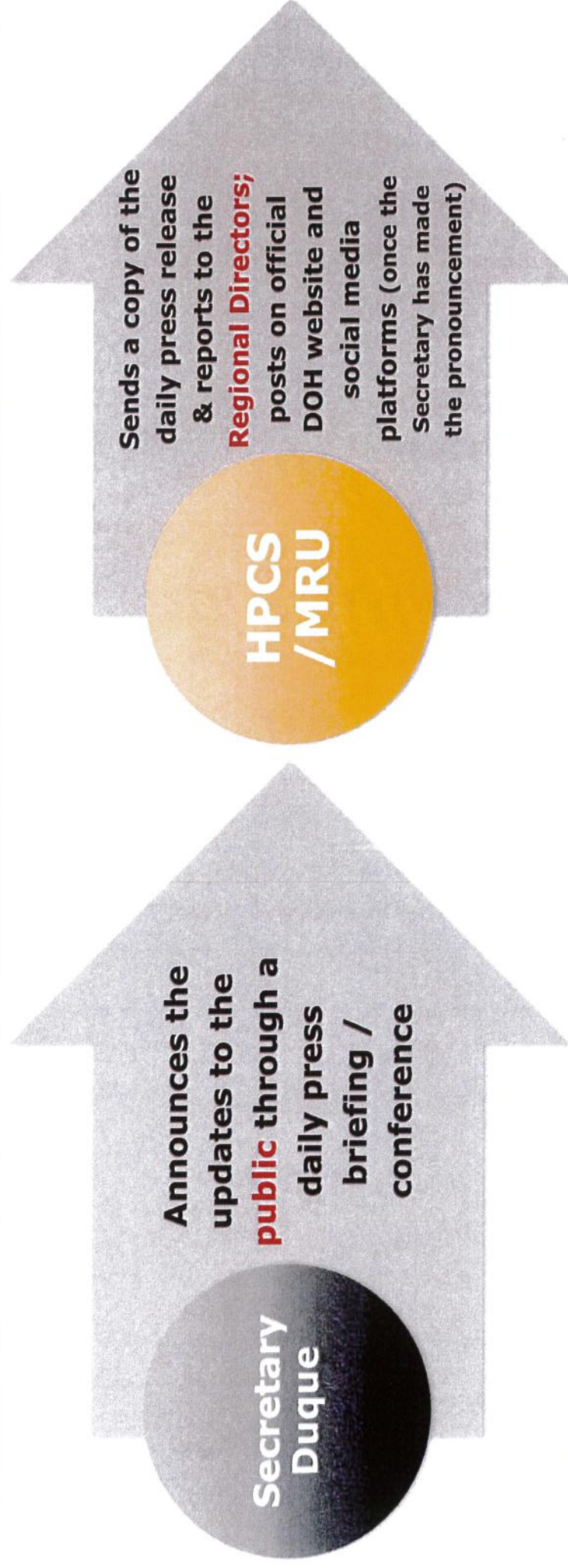


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Reporting and Info Dissemination Protocol



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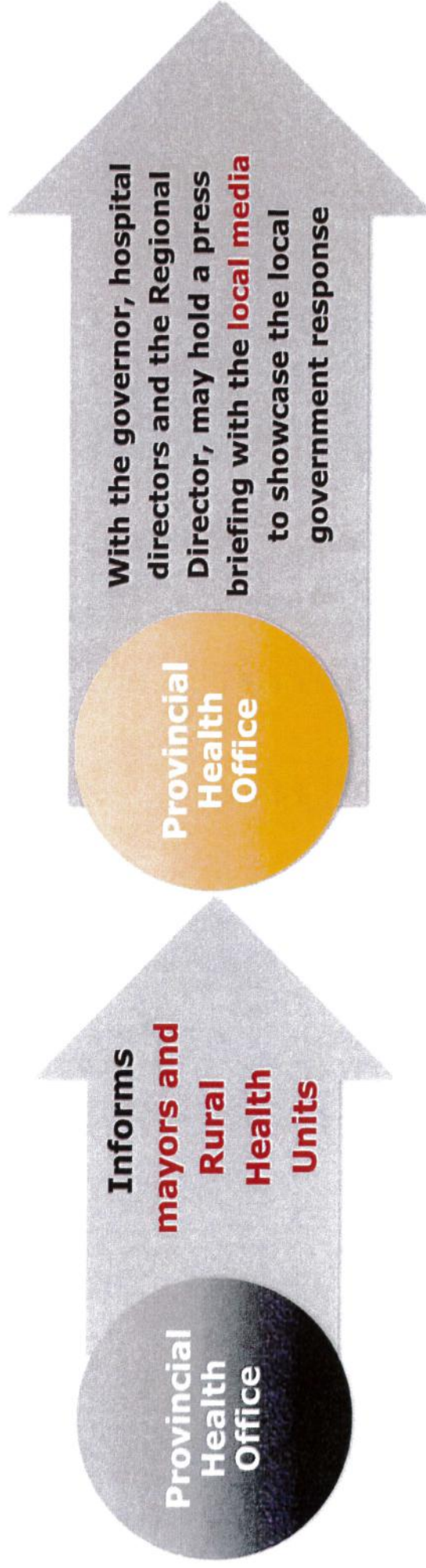


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Reporting and Info Dissemination Protocol



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Reporting and Info Dissemination Protocol

1. The DOH Central Office shall always make the first announcement on confirmed cases, Persons Under Investigations (PUIs), and Persons for Monitoring (PMs) to the press;
2. All information/data to be disseminated for the day shall be based on the final information/data submitted prior to the cut-off time (12 noon);
3. All information/data reported after the cut-off time shall be included in the next day's briefing;
4. Daily DOH Central Office Press Conference/Briefing shall be every 1 PM;
5. Daily Centers for Health Development (CHD) Press Conference/Briefing shall be every 3 PM;



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6. Health Promotion and Communication Service (HPCS) and/or Media Relations Unit (MRU) shall translate the report/data into messages through the development of releases and various IEC materials in different platforms (to be vetted by Asec Vergeire, Usec Cabotaje and Usec Domingo);
7. HPCS and MRU shall ensure timely and correct dissemination of key messages and information;
8. HPCS and MRU shall ensure the drafting and approval of press releases/statements. Press releases/statements shall be shared to ExeCom, Directors, RDs and HEPOs after the Secretary announced it;



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9. CHDs shall adopt the key messages of the DOH CO. CHDs and hospitals shall coordinate with the Central Office to verify reports prior to any media appearances, to ensure uniformity of messaging;
10. CHDs shall remind hospitals to remind/enhance precautions to all health and non-health workers in hospitals; and to remind them to avoid proliferation /leaking of information.
11. Regional Directors are mandated to join all press conferences hosted by the Local Government Units regarding this health event. If so, CHD Directors, Chiefs of Hospitals and LGU may have joint press conference on nCoV status;



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12. HPCS shall send/disseminate prototypes of materials to CHDs and regional HEPOS, partners and stakeholders;
13. Regional HEPOS to share the materials to their local counterparts and partners; and
14. Local counterparts shall disseminate the information to communities.



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Reports

DAILY REPORTS		Time of Release
Daily Case Tracker		1PM
Daily Situational Report		After every daily press briefing / conference
Press Release		After every after press conference

<https://www.doh.gov.ph/2019-nCoV>

or access the DOH official social media platforms and website



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