



Office of the President

University System

MEMORANDUM

No. 076 s. 2020

TO : **DR. MARIA ELENA L. PAULMA** - Vice President for Academic Affairs
ATTY. DIONEL O. ALBINA - Chancellor, USTP CDO
DR. ROSALITO A. QUIRINO - Chancellor, USTP Claveria
DR. MA. LIBERTY B. DONCILLO - Acting Campus Director, USTP Oroquieta
MS. LENY Q. AÑASCO - Acting Campus Director, USTP Panaon
DR. RUEL S. SALVADOR - Acting Campus Director, USTP Jasaan

DATE : February 27, 2020

SUBJECT : USTP System Activation of the Incident Management Team for the Covid-19

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1. With reference to the President's Proclamation No. 922 Declaring a State of Public Health Emergency throughout the Philippines and as part of the whole-of-government response aligned with the Four-Door Framework for the Corona Virus Disease (Covid-19) of the Department of Health, the Incident Management Team of the respective campuses are hereby activated for this purpose.
 2. To facilitate the supervision and monitoring of all matters relevant to the activities of the campuses' IMT in preparation or response to the Covid-19, the Vice President for Academic Affairs of the USTP System is directed and authorized to assume functions of the Responsible Official (RO) of the IMTs.
 3. Upon the direction of the RO, the IMTs of the respective campuses for Covid-19 shall discharge the following duties and responsibilities:
 - Assume overall on-scene response decision-making;
 - Ensure the safety of all personnel by recommending/employing measures to prevent or mitigate cases related to Covid-19;
 - Formulate short-term action plan for the immediate and urgent need of the University System especially for the students and USTP personnel;
 - Formulate mid-range action plan for the preparation and preemptive measures in the next three to six months (e.g., creation of pertinent guidelines, procurement of necessary equipment, etc.)
 - Formulate long-term action plan to institutionalize measures of the University for public health emergencies
 - Manage all identified and needed resources and ensure that such resources are deployed for operations;
 - Manage the provision of logistical requirements to support the conduct of operations;

- Document and report all situation updates and actions taken to the RO through the Emergency Operations Center (EOC);
 - Facilitate the complete process on demobilization of resources.
4. The IMT for Covid-19 of each campus is further directed to submit action plans to the RO to prioritize its implementation throughout the USTP System. Campus IMTs are further directed to convene immediately and make the necessary actions as specified herein.
 5. The Vice President for Academic Affairs, as the RO of the IMT, is directed to apprise the Office of the President for any concerns relevant to this issuance.
 6. For information, guidance and compliance



AMBROSIO B. CULTURA II, PH.D.
University System President

