



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
CENTRAL OFFICE
Manila

097.13 DPWH
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DEPARTMENT ORDER)
NO. 138)
Series of 2022)

**SUBJECT: General Guidelines on the
Resumption of Face-to-Face
Training Programs**

In view of the continuous de-escalation of COVID-19 Alert Level in many Regions of the country, as well as the high vaccination rate among employees of the Department, the following guidelines are hereby provided to guide the safe resumption of face-to-face training.

Objective:

Ensure that all Department trainings are conducted in compliance with public health and safety protocols in order to prevent the resurgence of COVID-19 .

Scope:

1. Department Training courses listed under the Central Office or Regional Learning and Development (L&D) Calendars to be conducted under the supervision of the Capacity Development Division in the Central Office or the Human Resource Development Section in Regional Offices;
2. In-Service Training courses internal to Bureaus/Services/Project Management Offices (PMO) to be conducted under the supervision of the concerned Bureau/Service/PMO; and
3. Unprogrammed Training courses not listed under an approved L&D Calendar but are deemed necessary to address new procedures or issues that were not anticipated during the regular training needs assessment period.

General Guidelines:

1. The conduct of training programs shall, at all times, be subject to the conditions of the COVID-19 Alert Level prevailing in the locality at the time of the training as prescribed in the most recent IATF Guidelines on the Nationwide Implementation of Alert Level System for COVID-19 Response.

2. While face-to-face trainings are already allowed under certain Alert Levels, online/blended trainings may still be conducted in these areas depending on factors such as, but not limited to:
 - Availability of resources like computers, cameras, microphones, etc.
 - Reliability of internet connection
 - Length or duration of course
 - Proximity of participants from training venue
 - Replicability of learning opportunities in an online environment
3. Training participants who are unvaccinated from COVID-19 are required to present a valid negative RT-PCR/antigen test result in compliance with the memorandum of Secretary Roger G. Mercado dated November 25, 2021 re Advisory to Unvaccinated DPWH Officials, Employees and Workers under Contract of Service. Otherwise, they shall not be allowed to join face-to-face trainings. As required, the antigen test result should be valid for two weeks. If the validity expires within the duration of the training, an updated negative test result shall be presented.
4. To ensure proper monitoring and availability of funds, Training Administrators shall submit list of trainings to be conducted face-to-face to be approved by the Bureau/Service/UPMO/Regional Director concerned at least two (2) weeks before the scheduled training dates, copy furnished their respective Office COVID-19 Coordinating Group (OCCG).
5. The Chief of the Capacity Development Division (for Central Office trainings) / Chief Administrative Officer (for Regional Office trainings) / concerned Bureau/Service/Project Management Office Director (for In-Service trainings) shall implement the following health and safety protocols:
 - 5.1. Before Training
 - 5.1.1. Temperature check and accomplishment of health declaration is conducted at the entry of the training venue.
 - 5.1.2. Alcohol/hand sanitizer dispensers and tissues are provided at the registration area and in other strategic locations inside the training venue.
 - 5.2. During Training
 - 5.2.1. Social distancing (at least one [1] meter away from one another) shall be observed at all times.
 - 5.2.2. All participants, Resource Speakers, and Training Administrators shall wear face masks at all times except during meals. They shall avoid talking to one another during meals.
 - 5.2.3. Respiratory etiquette shall be practiced at all times. Tissue or the inner portion of elbow shall be used to cover nose and mouth when sneezing/coughing and tissue shall be disposed of properly.
 - 5.2.4. Microphones and other training equipment shall be sanitized after every use and during breaks.
 - 5.2.5. All health and safety protocols shall be included in the training House Rules and shall be reminded to participants throughout the duration of the training.
 - 5.2.6. For in-training meals, buffet service and family-style dining shall not be allowed. Meals and refreshments shall be pre-packed and consumed at

the participants' individual seats. Only bottled drinks should be provided during the training session.

5.2.7. Consumables to be used during the training should be prepared for each individual. These include markers, pens, paper, and other training materials.

5.2.8. As far as practicable, copies of lectures, presentations, and other reference materials shall be sent electronically.

5.2.9. Group works that require physical interaction shall involve the smallest number of members as possible.

5.3. After Training

Training venues shall be disinfected and sanitized at the end of every session, with proper attention to waste disposal.

6. If any participant or member of the training team exhibits COVID-19 symptoms or is found to have been exposed to a COVID-19 positive, the Training Administrator shall immediately inform the OCCG in order to detect any possible transmission and to enforce existing contact tracing system.

In case transmission is confirmed, rapid antigen test shall be administered to identified persons. A confirmatory RT-PCR test shall then be administered to anyone who turns out positive in the antigen test. Those who are confirmed COVID-19 positive shall refrain from further attending the training and shall submit themselves to prescribed quarantine procedure.

7. In the event of COVID-19 resurgence, all training activities shall revert to what is allowed under the Alert Level to which the locality has been escalated.

Compliance Monitoring:

A certification regarding compliance to all health and safety protocols during the training shall be signed by the Chief of the Capacity Development Division (for Central Office trainings) / Chief Administrative Officer (for Regional Office trainings) / concerned Bureau/Service/Project Management Office Director (for In-Service trainings).

Effectivity:

This order shall take effect immediately.



ROGER G. MERCADO
Acting Secretary

Department of Public Works and Highways
Office of the Secretary



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