



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

**MEMORANDUM CIRCULAR**

22 DEC 2020

No. 2020-172

**TO :** ALL PROVINCIAL GOVERNORS, CITY AND MUNICIPAL MAYORS, PUNONG BARANGAYS, MEMBERS OF THE SANGGUNIANG AT ALL LEVELS, LIGA NG MGA BARANGAY PRESIDENT, SANGGUNIANG KABATAAN OFFICIALS, DILG REGIONAL DIRECTORS AND FIELD OFFICERS, BARMM MINISTER OF LOCAL GOVERNMENT, AND OTHERS CONCERNED

**SUBJECT:** FORTIFYING THE CAPACITIES OF THE BARANGAY HEALTH EMERGENCY RESPONSE TEAMS (BHERTs) THROUGH THE CONDUCT OF ONLINE WEBINAR SERIES, TALAKAYAN AND AWARENESS RAISING CAMPAIGN UNDER THE "BHERT-FRIENDS PROJECT"

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**1.0 BACKGROUND**

Republic Act 11494, otherwise known as the "Bayanihan To Recover As One Act," mandates the Department of the Interior and Local Government to implement the provision pertaining to the conduct of Contact Tracing.

To operationalize the provision of RA 11494, the Department issued Memorandum dated 23 September 2020 to all Regional and Provincial Directors relative to Compilation of Contact Details of the Barangay Health Emergency Response Teams (BHERT) Focal Persons at the DILG Regional, Provincial and HUC/ICC, as well as the contact details of the BHERT Team Leaders in all barangays nationwide.

Further, DILG issued Memorandum Circular No. 2020-018 which prescribes the roles of BHERTs in relation to the conduct of contact tracing, among other duties and functions.

Cognizant of the vital roles of BHERTs in health emergencies at the barangay level, there is a need to fortify their capacities to be more effective and responsive in accomplishing their tasks; and to ensure that their actions are aligned with the directives and policies of the national government in curbing the transmission of COVID-19.



Foregoing considered, the Department, through the National Barangay Operations Office, finds it imperative to develop the “**Barangayyan Program**”, a the medium term Capacity Development Agenda which aims to reinforce the skills and knowledge of the Barangay Officials in the different aspects of local governance while fostering compliance with relevant laws that promote accountability and transparency; and to improve the existing mechanisms in responding to the different kinds of emergencies.

Hence, this Circular, providing procedures in Fortifying the capacities of BHERTs under the **Building Healthy Communities by Enhancing Capacities and Revitalizing BHERTs Towards COVID-19 Free Communities -First Responders In Ending Ncov DiseaseS** or the “**BHERT-FRIENDS Project**”, the latter, one of the mainstays of the **Barangayyan Program**.

## **2.0 PURPOSES**

The Circular intends to provide mechanisms to implement BHERT-FRIENDS Project to:

- 2.1 Remind the Punong Barangay and BHERTs of their respective roles in addressing COVID-19.
- 2.2 Strengthen the capacities of BHERTs.
- 2.3 Facilitate collaboration of stakeholders in the operation of BHERTs.
- 2.4 Engage the community into work with the government to achieve the common goal in thwarting the COVID-19 pandemic.

## **3.0 COVERAGE**

This Circular covers all Local Chief Executives, Members of the Sanggunian, Members of BHERTs, DILG Regional Directors and Field Officers, BARMM Minister of Local Government and others concerned.

## **4.0 POLICY CONTENT**

In line with the implementation of BHERT-FRIENDS Project, the following shall be observed:

### **4.1 MOBILIZING BHERTs.**

**4.1.1 ORGANIZATION OF BHERT** - In compliance with related laws and DILG issuances, all Punong barangays are directed to organize their respective BHERT based on the following:

**4.1.1.1 Population requirement** – A minimum of One (1) BHERT shall be organized in every FIVE THOUSAND Population (1:5K ratio)

**4.1.1.2 Composition** – The Punong Barangay shall appoint the members of BHERT which shall be composed of the following:

**4.1.1.2.1 – An Executive Officer**

**4.1.1.2.2 – A Barangay Tanod**

**4.1.1.2.3– Two (2) Barangay Health Workers, one (1) of who is preferably a nurse or midwife**

**4.1.1.3 Functions** – The BHERT shall perform the following functions:

**4.1.1.3.1** Conduct visits in the home of every arriving person from coronavirus affected country with or without the list of arrivals from the Mayor, supposed to be given by the Bureau of Immigration.

**4.1.1.3.2** Immediately list down the person who came in contact with the arriving resident prior to his or her arrival in his or her residence.

**4.1.1.3.3** Require the arriving resident to check and record his or her temperature daily, in the morning and in the afternoon, for the duration of 14-day home confinement period.

**4.1.1.3.4** Advise the arriving resident to watch out for any other symptoms of Coronavirus like cough, difficulty in breathing or shortness of breath.

**4.1.1.3.5** Check on the condition of the arriving resident daily from a distance of more than one (1) meter. In checking, always wear N95 or surgical mask.

**4.1.1.3.6** If symptoms are observed, immediately isolate and confine the arriving resident, now a coronavirus suspect, to a room away from the members of the household prior to his or her immediate transport to a DOH-designated coronavirus-referral center or hospital for further examination and treatment.

**4.1.1.3.6.1** Require the coronavirus suspect to wear N95 or surgical mask.



**4.1.1.3.6.2** Place the rest of the household also under 14-day home confinement.

**4.1.1.3.6.3** Repeat the process for them, including contact tracing.

**4.1.1.3.6.4** If no signs manifest, report to the City or Municipal Health Officer for lifting of home confinement.

**4.1.1.3.6** If no symptoms are observed after the 14-day home confinement, report the matter to the City or Municipal Health Officer for lifting of home confinement; and

**4.1.1.3.7** Report to the Punong Barangay on measures or actions taken per arriving resident.

## **4.2 CAPACITATING BHERTs.**

The Department, together with the Department of Health (DOH) launched BHERT-FRIENDS Project on 23 October 2020. The activity aims to provide information about the project and to increase the awareness of the general public on the vital roles of BHERT in the fight against the 2019 Corona Virus Disease (COVID-19) at the barangay level.

Taking into consideration the above-enumerated functions of BHERTS, there is a need to fortify the capacities of BHERT for the effective and efficient performance of their mandated functions. Hence, the three (3) components of the **BHERT-FRIENDS Project**, to wit:

### **4.2.1 ONLINE WEBINAR SERIES (OWS)**

OWS aims to orient the Punong Barangays and the Members of BHERTs to enhance their knowledge and skills in the performance of their functions. This will be conducted in 2020, based on the following:

#### **4.2.1.1 Episode 1 – “Engaging BHERTS for a Safer Community”**

##### **4.2.1.1.1 Module Content:**

**4.2.1.1.1.1** Backgrounder.

**4.2.1.1.1.2** Facts about COVID-19.

**4.2.1.1.1.3** Getting To Know BHERT.

#### **4.2.1.1.1.4 Management of COVID-19 in the Community.**

### **4.2.1.2 Episode 2 - “BHERTs In Action: Safeguarding the Community”**

#### **4.2.1.2.1 Module Content:**

**4.2.1.2.1.1 Case Identification and Investigation.**

**4.2.1.2.1.2 Case Finding: Surveillance and Contact Tracing.**

**4.2.1.2.1.3 Case Management and Monitoring.**

**4.2.1.2.1.4 Quarantine and Isolation**

**4.2.1.2.1.5 Tips and Tricks for BHERTs.**

**4.2.1.3 DILG and DOH will continuously develop Modules for the succeeding Episodes of BHERT-FRIENDS Project.**

## **4.2.2 TALAKAYAN SA BARANGAY**

The Talakayan sa Barangay will be conducted at the Regional Level, which intends to provide a platform for Local Officials and BHERTs to directly interface with the officials of DILG and DOH, through the Regional Offices, to discuss and address issues and concerns of BHERTs in the performance of their functions. The Talakayan may include discussion, but shall not be limited to the following:

**4.2.2.1 Local COVID-19 Situation.**

**4.2.2.2 Updates on the conduct of Contact Tracing.**

**4.2.2.3 Issues concerns of BHERTs.**

**4.2.2.4 Support from the Provincial, City and Municipal Governments and the various leagues of Local Government Units.**

**4.2.2.5 Presentation of DILG and DOH program, project or proposals for BHERTs.**

## **4.2.3 AWARENESS RAISING**

This component of the BHERT-FRIENDS Project encourages the public, especially those who are experiencing early symptoms of COVID-19, to approach, trust and consider the members of BHERT as their FRIENDS in this trying times. This may include the following:



- 4.2.3.1 Conduct of Online Advocacy Campaign, through Zoom and Facebook Live Streaming.**
- 4.2.3.2 Development of IEC Material**
  - 4.2.3.2.1 Pocket Guide for BHERTs.**
  - 4.2.3.2.2 Related Audio Visual and PowerPoint Presentations (AVP and PPT).**
  - 4.2.3.2.3 Brochure, Flyer, Poster or Streamer.**
- 4.2.3.3 Radio or Television or Teleradyo Guestings or Interviews.**

## **5.0 ROLES AND RESPONSIBILITIES**

The Heads of the following Offices and the Local Chief Executives are directed to perform their respective roles and responsibilities, such as:

### **5.1 DILG CENTRAL OFFICE**

#### **5.1.1 NATIONAL BARANGAY OPERATIONS OFFICE (NBOO)**

**5.1.1.1** Serve as the DILG Secretariat of BHERT-FRIENDS Project, and shall perform the following:

- 5.1.1.1.1** Formulate Policy.
- 5.1.1.1.2** Develop AVPs, PPTs and other advocacy materials.
- 5.1.1.1.3** Draft Activity Design.
- 5.1.1.1.4** Formulate related communications.
- 5.1.1.1.5** Draft Modules and Facilitator's Guide.
- 5.1.1.1.6** Host online activities/meetings.
- 5.1.1.1.7** Prepare Post Activity Reports.

**5.1.1.2** Collaborate with DOH, Local Government Academy, Public Affairs and Communications Service and other concerned Offices in the implementation of the Project.

**5.1.1.3** Provide necessary assistance to the Regional Offices in the implementation of the Project at the local level.

#### **5.1.2 PUBLIC AFFAIRS AND COMMUNICATIONS SERVICE (PACS)**

**5.1.2.1** Popularize BHERT-FRIENDS Project, through the issuance of Press Releases.

**5.1.2.2** Cover BHERT related Activities.

**5.1.2.3** Communicate BHERT Related Activities to the Press Corps.

**5.1.2.4** Provide technical assistance to NBOO:

**5.1.2.4.1** During the conduct of online activities:

5.1.2.4.1.1 Act as Master of Ceremony.

5.1.2.4.1.2 Draft Messages of DILG  
Officials concerned.

5.1.2.4.1.3 Video tape or record DILG  
Official's messages.

5.1.2.4.2 In the development of AVP and other  
advocacy materials.

5.1.2.5 Attend BHERT-related meetings.

### **5.1.3 LOCAL GOVERNMENT ACADEMY (LGA)**

5.1.3.1 Provide technical assistance and support in the:

5.1.3.1.1 Formulation of BHERT Modules.

5.1.3.1.2 Development of BHERT advocacy  
materials.

5.1.3.1.3 Zoom Hosting.

5.1.3.2 Attend BHERT-related meetings.

## **5.2 DILG REGIONAL OFFICE AND BARMM MINISTER OF LOCAL GOVERNMENT**

### **5.2.1 ORGANIZATION OF BHERT**

5.2.1.1 Remind all Punong Barangays of their functions on  
the organization of BHERT.

5.2.1.2 Ensure that the population requirement of 1  
organized BHERT in every 5,000 population are  
complied with.

5.2.1.3 Direct the Designated Focal Persons on BHERT  
matters to update the google spreadsheet on the  
Contact Details of DILG BHERT Focal Persons, as  
well as the contact details of Barangay BHERT  
Team Leaders.

5.2.1.4 Ensure that the Designated Focal Person on BHERT  
matters updates and accomplishes the google  
spreadsheet on the Contact Details of DILG BHERT  
Focal accordingly.

### **5.2.2 ONLINE WEBINAR SERIES**

5.2.2.1 Conduct OWS within their respective jurisdiction.

5.2.2.2 Utilize the DILG-DOH BHERT Modules and  
Facilitator's Guide in hosting OWS.

5.2.2.3 Collaborate with DOH Regional Offices and the  
Regional Liga ng mga Barangay in the conduct of  
OWS.



- 5.2.2.4 Ensure the participation and attendance of Punong Barangays and BHERTs in every activities of BHERT-FRIENDS Project.
- 5.2.2.5 Submit Post Activity Report to the Office of the Secretary, copy furnished Office of the Undersecretary for Barangay Affairs.

### **5.2.3 TALAKAYAN SA BARANGAY**

- 5.2.3.1 Organize a Talakayan either at the Regional or Provincial Level, through online or face-to-face if feasible, to be participated in by the Punong Barangays, Members of BHERT, Representatives from the Barangay-Based NGOs, CSO, POs and other organizations.
- 5.2.3.2 In face-to-face Talakayan, ensure that health protocols are complied with.
- 5.2.3.3 Collaborate with DOH Regional Officials, and the President of the Regional Liga ng mga Barangay or Provincial Liga President if Talakayan is conducted at the Provincial Level.
- 5.2.3.4 Submit Post Activity Report to the Office of the Secretary, copy furnished Office of the Undersecretary for Barangay Affairs.

5.2.4 All Regional Directors and the BARMM Minister of Local Government are directed to cause the immediated and widest dissemination of this Circular within their respective jurisdiction.

### **5.3 LOCAL GOVERNMENT UNITS (LGUs)**

5.3.1 All Local Chief Executives are directed to:

- 5.3.1.1 Support the implementation of the BHERT-FRIENDS Project.
- 5.3.1.2 Provide the necessary assistance and support to all BHERTs within their respective territory for them to carry out their mandated duties and functions .
- 5.3.1.3 Attend and participate in all activities under the **BHERT-FRIENDS Project.**

5.3.2 The Liga ng mga Barangay sa Pilipinas are enjoined to:

- 5.3.2.1 Collaborate to DILG Regional or Provincial Office, as the case may be, in the conduct of OWS and Talakayan.
- 5.3.2.2 Ensure attendance and participation during the conduct of OWS and Talakayan.
- 5.3.2.3 Ensure participation of all Punong Barangays in any BHERT-FRIENDS activities.



5.3.2.4 Ensure attendance and participation of all the Regional or Provincial Chapter Presidents during OWS and Talakayan.

## 6.0 BUDGETARY REQUIREMENTS

Budget to fund the above identified activities, if necessary, shall be charged against the Regular Fund of the concerned Office/Region of DILG or of the concerned LGUs if they opt to conduct local initiatives to popularize BHERT-FRIENDS Project, subject to the usual budgeting, accounting and auditing rules and regulations.

## 7.0 APPROVING AUTHORITY

  
**EDUARDO M. AÑO**  
Secretary



DILG-OSEC 12222020-026