



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

26 Feb 2024

DIVISION MEMORANDUM  
No. 168 s. 2024

**SCHEDULE OF DISINFECTION OF OFFICE BUILDING AND FACILITIES**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Units/Sections  
Heads, Public Elementary and Secondary Schools  
All Others Concerned


1. As part of the continuous preventive measure in addressing the COVID-19 Pandemic concerns, this Division will conduct a regular disinfection of all office premises/facilities in the SDO Main building **every last working day of the week throughout the month of March, from 4:00 p.m. onwards.**

2. The following personnel are hereby instructed to conduct the said disinfection:

NAME OF PERSONNEL	DESIGNATION
Ian Paolo D. Padilla	Administrative Aide II
Enrique A. Cabuyao III	Administrative Aide II
Johnny N. Zafranco	Administrative Aide I

3. All clients are advised to transact their business using the official e-mail address: [tayabas.city@deped.gov.ph](mailto:tayabas.city@deped.gov.ph)

4. Immediate dissemination of this memorandum is desired.

  
**CELEDONIO B. BALDERAS, JR.**  
Schools Division Superintendent

Encl.: None  
Reference: None  
To be indicated in the Perpetual Index  
under the following subjects:

DISINFECTION

OSDS Admin Unit – schedule of disinfection of office buildings and facilities  
ADMHILL9-000136/February 26, 2024



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