



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

18 MAY 2020

DIVISION MEMORANDUM
No. 094 s. 2020

**SAFETY PROTOCOL AGAINST COVID-19 UNDER THE NEW NORMAL
CONDITION IN THE CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS
(SDO TAYABAS)**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In our desire to serve our employees and clients under the **"New Normal"** condition, this office has come up with stringent measures for everyone to follow upon entering the office premises. This shall take effect immediately and shall cease only upon the advice of the Inter-Agency Task Force (IATF) as follows:

- **ONLINE** transactions are **highly encouraged** for all the clients. Our record and receiving personnel are very glad to accommodate your concerns through the contact numbers and e-mail addresses listed below.
- Under certain circumstances wherein personal follow-up and face-to-face transactions are required, clients shall be allowed **only up to 15 minutes** to complete their transactions. Excess of said period is considered **"close contact"** which is not allowed under the new normal condition.
- **NO MASK, NO ENTRY.** All personnel, clients and guests are required to wear protective mask upon entering the SDO premise until the completion of his or her transaction/s.
- **Individual must wash his/her hands with soap and water, and sanitize with alcohol upon entry.**
- **Thermal scanning, handwashing and foot bath with disinfectant** shall be observed before entering the office.
- All personnel, clients and guests shall **observe physical distancing** of at least **"one meter"** away from one another including in the hallways.
- All personnel, clients and guests shall observe the **"one entrance and one exit"** policy while inside the SDO building to maintain physical distancing.



Brgy. Potol, Tayabas City
(042) 710-0329 or 797-0773

tayabas.city@deped.gov.ph
tayabas.depedr4a.net



- **Window transactions** are encouraged to prevent direct contact between and among personnel and clients.
- All documented information and other packages that enter the office premises will be **placed in a secured area for 24 hours**, before these will be acted upon by the Records Section for referral to concerned offices. This is a precautionary protocol to avoid the spread of possible disease.
- All personnel are encouraged to **bring "packed-lunch and snacks"** as they are discouraged to go out to the office premises, except when going home.
- **Disinfection** of frequently touched surface and objects shall be maintained.
- **SDO Personnel with respiratory symptoms** such as cough, cold, sore throat and fever are not advised to report.
- The e-mail address hereunder shall be used for your **ONLINE TRANSACTIONS**:

tayabas.city@deped.gov.ph

- You may also contact the following telephone numbers for your inquiries:

Office of the SDS: 042-710-0329

Office of the ASDS and AO V: 042-785-9615

2. Strict compliance of this memorandum is desired.


ANIANO M. OGAYON, CESO V
Schools Division Superintendent



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