



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

24 MARCH 2022

DIVISION MEMORANDUM
 No. 191 s. 2022

SCHEDULE OF DISINFECTION OF OFFICE BUILDING AND FACILITIES

To: OIC-Assistant Schools Division Superintendent
 Chief Education Supervisors
 Heads, Public Elementary and Secondary Schools
 Heads, Unit/Section
 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 on the SDO Main and Extension building including all the training halls on March 25, 2022 from 4:00 pm. As such, all SDO personnel, except those who are part of the skeletal workforce are expected to work from home.

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

NAME OF PERSONNEL	DESIGNATION
Joselito Racelis	Administrative Aide I
Jojo Guinto	Administrative Aide II
Enrique Cabuyao III	Administrative Aide I
Tristan Ladines	Administrative Aide II
Johnny Zafranco	Administrative Aide II

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

4. Immediate dissemination of this memorandum is desired.

NATIVIDAD P. BAYUBAY, CESO VI
 Schools Division Superintendent



Brgy. Poto, Tayabas City



(042) 710-0329 or (042) 785-9615



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