



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

4 MAY 2023

DIVISION MEMORANDUM

No. 213 s. 2023

SCHEDULE OF DISINFECTION OF OFFICE BUILDINGS 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 building including all the training halls on May 5, 2023 from 3:00 pm onwards.

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

NAME OF PERSONNEL	DESIGNATION
Ian Paolo Padilla	Administrative Aide I
Enrique Cabuyao III	Administrative Aide I
Tristan Ladines	Administrative Aide II
Johnny Zafranco	Administrative Aide I

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.

FOR:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

BY:


ANTONIO P. FAUSTINO JR.
OIC- Assistant Schools Division Superintendent



Brgy. PotoI, Tayabas City



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



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>