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

24 JUNE 2021

DIVISION MEMORANDUM  
No. 247. s. 2021

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

To: 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 June 25, 2021 from 2:00 pm – 5:00 pm. As such, all SDO personnel, except those who are part of the skeletal workforce are expected to work from home.
2. 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).
3. Immediate dissemination of this memorandum is desired.

  
**GERLIE M. ILAGAN, CESO VI**

Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent



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

 [tayabas.city@deped.gov.ph](mailto:tayabas.city@deped.gov.ph)  
 [tayabas.depedr4a.net](http://tayabas.depedr4a.net)

