



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

29 JUNE 2021

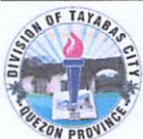
DIVISION MEMORANDUM  
No. 276 s. 2021

**REITERATION AND ADDENDUM TO DM No. 094 s 2020 SAFETY PROTOCOL  
AGAINST COVID19 UNDER THE NEW NORMAL CONDITION ON THE CITY  
SCHOOLS DIVISION OF THE CITY OF TAYABAS (SDO) DM No.094 s 2020**

To: Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. This is to reiterate to the field the strict implementation of DM No. 094, s 2020 issued on May 18,2020
2. In addition to the provisions stipulated in the above-mentioned Division Memorandum, the following are expected to observe by all concerned.
  - a. Those who are at Work from Home (WFH) scheme of the Alternative Work Arrangements (AWA) are advised to strictly follow the stay-at-home policy.
  - b. Attendance to gatherings, parties and other similar occasions or celebrations shall be avoided.
  - c. Office ventilation shall be observed by opening the windows and doors from 8:00am-9:00am and 4:00pm -5:00pm. Airconditioning units shall only be plugged from 9:01am to 3:59pm.
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. Poto, Tayabas City  
(042) 710-0329 or 797-0773

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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.



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- **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](mailto: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



Brgy. PotoI, Tayabas City



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