



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

01 DEC 2020

DIVISION MEMORANDUM

No. 325 s. 2020

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 preventive measure in addressing the COVID-19 Pandemic concerns, this Division will conduct regular disinfection of office premises/facilities on December 4, 2020 at 1:00PM. 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.
3. Immediate dissemination of this memorandum is desired.

ANIANO M. OGAYON, CESO V
 Schools Division Superintendent



Brgy. PotoI, Tayabas City



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