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

2 SEPTEMBER 2021

## DIVISION MEMORANDUM

No. 389 s. 2021**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 September 3, 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.

**GERIE M. ILAGAN, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent



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