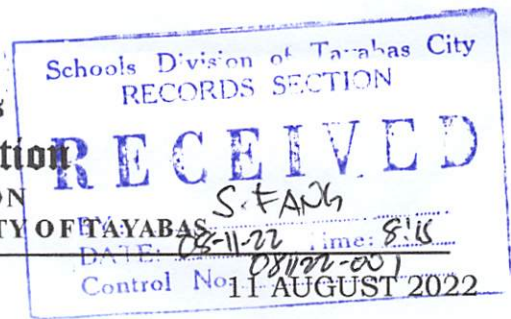




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS



DIVISION MEMORANDUM

No. 19 s. 2022


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 August 12, 2022 from 4:00 pm onwards. As such, all SDO personnel, except those who are part of the skeletal workforce are expected to work from home.
2. The following personnel are hereby instructed to conduct the said disinfection:

| NAME OF PERSONNEL | DESIGNATION |
|---------------------|------------------------|
| Jojo Guinto | Administrative Aide II |
| Enrique Cabuyao III | Administrative Aide I |
| Tristan Ladines | Administrative Aide II |
| Johnny Zafranco | Administrative Aide II |

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.


ANTONIO P. FAUSTINO JR.
Education Program Supervisor
Officer-In-Charge

Office of the Schools Division Superintendent



Brgy. Poto, Tayabas City



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



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>