



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

29 July 2025

DIVISION MEMORANDUM
No. 499 s. 2025


SCHEDULE OF DISINFECTION OF OFFICE BUILDING AND FACILITIES

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Sections
All Others Concerned

1. As part of the continuous preventive measure in addressing the COVID-19 Pandemic concerns and other health crises, this Division will conduct a regular disinfection of all office premises/facilities in the SDO Main building **every last working day of the week throughout the month of August 2025, from 4:00 p.m. onwards.**
2. Please be advised that the **flexible work arrangements will not apply** during the scheduled disinfections period. All employees are expected to comply accordingly.
3. The following personnel are hereby instructed to conduct the said disinfection:

NAME OF PERSONNEL	DESIGNATION
Dicky Samboy R. Fang	Administrative Aide I
Enrique A. Cabuyao III	Administrative Aide II
Ian Paolo D. Padilla	Administrative Aide II
Johnny N. Zafranco	Administrative Aide I
Marvin A. Andaya	Administrative Aide II

4. All clients are advised to transact their business using the official e-mail address: tayabas.city@deped.gov.ph
5. Immediate dissemination of this Memorandum is desired.


CELEDONIO M. BALDERAS, JR.
Schools Division Superintendent

Encl.: None

Reference: None

To be indicated in the Perpetual Index
under the following subjects:

DISINFECTION

OSDS Admin Unit – schedule of disinfection of office buildings and facilities
ADM59LJQ-001268 /July 29, 2025