



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

27 Sept 2023

DIVISION MEMORANDUM

No. 5/6 s. 2023

SCHEDULE OF DISINFECTION OF OFFICE BUILDINGS 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 building on September 29, 2023, from 1:00 p.m. onwards.

2. The following personnel are hereby instructed to conduct the said disinfection:

NAME OF PERSONNEL	DESIGNATION
Ian Paolo Padilla	Administrative Aide I
Enrique Cabuyao III	Administrative Aide I
Tristan Ladines	Administrative Aide II
Johnny Zafranco	Administrative Aide I

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.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl: None

Reference: None

To be indicated in the Perpetual Index:

Under the following subjects:

None

ASDS: Schedule of Disinfection of Office Building and Facilities
None/September 27, 2023



Brgy. PotoI, Tayabas City



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



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