



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

27 Oct 2023

DIVISION MEMORANDUM
No. 589 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 October 27, 2023, from 4:00 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.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:


ANTONIO P. FAUSTINO, JR.
OIC-Asst. Schools Division Superintendent

Encl: None

Reference: None

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

None

OASDS: Schedule of Disinfection of Office Building and Facilities
None/October 27, 2023