



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

01 Dec 2023

DIVISION MEMORANDUM  
No. 661 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 December 01, 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 II
Enrique Cabuyao III	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](mailto: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  
Officer-In-Charge



Address: PotoI, Tayabas City  
Telephone No.: (042) 785-9615 or (042) 710-0329  
Email Address: [tayabas.city@deped.gov.ph](mailto:tayabas.city@deped.gov.ph)  
Website: <https://depedtayabas.ph>

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/December 01, 2023