



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

28 DECEMBER 2021

DIVISION MEMORANDUM
No. 477 s. 2021

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 December 31, 2021 from 1:00 pm – 5:00 pm. As such, all SDO personnel, except those who are part of the skeletal workforce are expected to work from home.
2. All clients are advised to transact their business using the official e-mail address: tayabas.city@deped.gov.ph.
3. Immediate dissemination of this memorandum is desired.

GERMIE M. ILAGAN, CESO VI
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent



Brgy. PotoI, Tayabas City



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