



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

15 Dec 2023

DIVISION MEMORANDUM  
No. 63 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

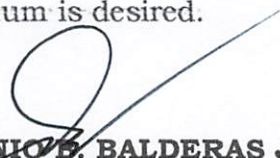
1. As part of the continuous preventive measure in addressing the COVID-19 Pandemic concerns, this Division will conduct a regular disinfection of all office premises/facilities on the SDO Main building on December 15, 2023, from 4:00 p.m. onwards.

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.

  
**CELEDONIO B. BALDERAS JR.**  
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/December 15, 2023



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