



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

28 Dec 2023

DIVISION MEMORANDUM
No. 704 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 29, 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 |

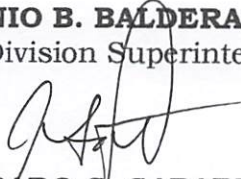
3. All clients are advised to transact their business using the official e-mail address: tayabas.city@deped.gov.ph.

4. Immediate dissemination of this memorandum is desired.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:


CONRADO C. GABARDA
Administrative Officer V
Officer-In-Charge

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 28, 2023