



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

03 December 2024

DIVISION MEMORANDUM
No. 818 s. 2024

SCHEDULE OF DISINFECTION OF OFFICE BUILDING AND FACILITIES

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Sections
All Others Concerned


1. As part of the continuous preventive measure in addressing the COVID-19 Pandemic concerns and other health crises, this Division will conduct a regular disinfection of all office premises/facilities in the SDO Main building **every last working day of the week throughout the month of December 2024, from 4:00 p.m. onwards.**

2. The following personnel are hereby instructed to conduct the said disinfection:

NAME OF PERSONNEL	DESIGNATION
Dicky Samboy R. Fang	Administrative Aide I
Enrique A. Cabuyao III	Administrative Aide II
Ian Paolo D. Padilla	Administrative Aide II
Johnny N. Zafranco	Administrative Aide I
Marvin A. Andaya	Administrative Aide II

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.


CELEDONIO B. BALDERAS, JR.
Schools Division Superintendent

Encl.: None
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

DISINFECTION

OSDS Admin Unit – schedule of disinfection of office buildings and facilities
ADM28AEA-000827/December 3, 2024



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