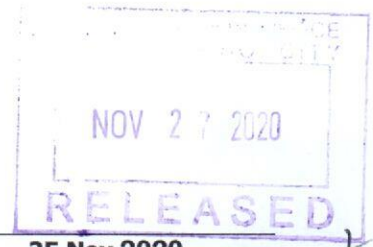




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



Office of the Schools Division
Superintendent

OFFICE MEMORANDUM
No. 431, s. 2020

WEEKLY DISINFECTION OF THE DIVISION OFFICE

To : Chief Education Supervisors
All SDO Proper Personnel
All Others Concerned

1. In compliance with DepEd Order Number 14 s. 2020 entitled *Guidelines on the Required Health Standards in Basic Education Services*, this Office institutionalizes the weekly disinfection of the Division Office Proper every Friday at exactly 3 O'clock in the afternoon.
2. All SDO-Proper employees are required to disinfect their respective Offices/Sections/Units (chairs, floors, doors and other commonly used facilities) aside from the daily disinfection of their tables. Due to the perceived strong scent of the chemicals that will be used in the disinfection activity, employees may go home early provided that they are done in disinfecting their respective areas and completed the 8-hour duty.
3. General services employees (utility workers and drivers) are the ones in-charge in disinfecting the hallways, function halls including the outside premises of the office.
4. Immediate dissemination of this Memorandum is desired.

MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent

Encl.: As stated

Reference:
To be indicated in the Perpetual Index:
under the following subjects:

SCHOOL HEALTH AND NUTRITION
DISASTER RISK REDUCTION AND MANAGEMENT



"HANDANG MAG SERBISYO"

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