

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

Office of the Schools Division
 Superintendent

21 July 2021

DIVISION MEMORANDUM
 No. 202 s. 2021

**DESIGNATION OF SAFETY OFFICERS IN THE DIVISION OFFICE IN
 RESPONSE TO THE COVID-19 SITUATION**

To : Chief Education Supervisors
 Public Schools District Supervisors
 All SDO Personnel
 All Others Concerned

- As a proactive response to the COVID-19 situation of the Division Office Proper, this Office hereby designates the following personnel as Safety Officers, to wit:

Section	Team A	Team B
HRD, SocMob, YF, OCES, EPS	Jimmy Santos	Samuel Bab-anga
Engineering	Jennifer Polido	Fray Aliswag
P&R, SMME	Reynalyn Padsoyan	Jocelyn Coldeg
SDS, ASDS	Asteria Elena Fagyan	Judy Paran
Legal	Annette Doyaoen	Loisa Pedralvez
Personnel, AO V	Lala Moncada	Christorey Simangan
CID	Francisco Copsiyan	Nixon Elahe
Supply	Natalie Binay-an	Cyrus Vallejo
Cash	Maria Milagrosa Gallera	Beverly Busaing
Accounting	Lilibeth Degsi	Omar Olba
Accounting Extension	Conrado Aguilar	Marife Cachero
Records	Nadelaine Bautista	Jean Orpilla
ICT	Harris Dizon	Mark Ronald Cabatic
LR	Armi Victoria Fiangaan	Jesse Lance Dawaton
Front Desk	Guard/Officer of the day	Guard/Officer of the day
Budget Office	Belen Tomin	Christina Estigoy
COA	Auditor	Auditor
Health and Nutrition	Nurse on duty	Nurse on duty

- Terms of reference (TOR) of the Safety Officers are as follows:
 - Ensures that personnel within their section/unit are wearing proper mask covering the nose and chin; observe proper distance among colleagues within their section/unit; and the time interaction between and among personnel within their room is not exceeding 15 minutes.
 - Ensures that personnel are washing their hands every two hours and must be sanitizing and disinfecting their working table/areas every after 2 hours daily aside from the Friday disinfection .



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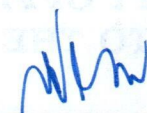
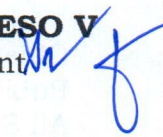
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- c) Reports all violators to the Chief-SGOD for proper action.
 First Offense- verbal warning
 Second Offense- written warning
 Third Offense- CSC disciplinary action

3. Immediate dissemination of this Memorandum is desired.


MARIE CAROLYN B. VERANO, CESO V
 Schools Division Superintendent 

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

DISASTER RISK REDUCTION AND MANAGEMENT



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