



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

03 June 2021

DIVISION MEMORANDUM
No. 198, s. 2021

MONTHLY DISINFECTION OF THE ENTIRE DIVISION OFFICE

To: **Division Office**
All Others Concerned
This Division

1. Consistent to our aggressive efforts of curtailing the spread of COVID-19 virus especially in our workstations, a thorough disinfection will be conducted by the SGOD-Medical Team every last Friday of the month in the entire Division Office.
2. Employees are advised to ensure that all papers as well as computer units and other electronic equipment/devices are covered properly before leaving the office on the day before the scheduled disinfection. Admin office shall ensure that keys to all offices are provided to the personnel assigned for the disinfection.
3. Moreover, to prevent exposure to the disinfecting chemicals which likewise pose serious health hazards, all employees are advised to adopt the work-from-home arrangement during the scheduled disinfection. Only those who are involved in the disinfection shall be present in the office.
4. Regular office schedule will resume every Monday after disinfections.
5. This Office shall adhere to the Equal Opportunity Principle (EOP) in the conduct of this activity. Hence, all decisions and actions shall be based solely on the guidelines set forth, with no discrimination on the account of age, ethnicity, gender, marital status, religion and political affiliation.



Address: Zone 3, Poblacion, El Salvador City | Website: www.depedelsalvadorcity.net
Tel. No. (088) 555-0475 | Email: elsalvador.city@deped.gov.ph



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6. For your guidance and strict compliance for the best interest of the service.

OLGA C. ALONSABE, Ph.D., CESE
Assistant Schools Division Superintendent
OIC, Schools Division Superintendent

To be indicated in the Perpetual Index

Under the following subjects:

MONITORING AND EVALUATION

PROGRAMS

SGOD/VPLT

