



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**

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**DIVISION MEMORANDUM**  
**No. 225, s. 2020**

March 25, 2020


**GUIDELINES FOR THE USE OF WORK PASS FOR DEPARTMENT OF  
EDUCATION DIGOS CITY DIVISION PERSONNEL**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID&SGOD)  
All Schools Division Office Personnel  
All School Heads  
All Teaching and Non-Teaching Personnel  
All Others Concerned

1. Pursuant to Presidential Proclamation No. 922 and 929 and the subsequent issuances of the Local Government of Digos City and the Memorandum Advisory from the Office of the Governor, Province of Davao del Sur re: Issuance of Quarantine Passes, the Department of Education Digos City Division hereby directs the above-captioned personnel on the guidelines for the use of **Work Pass** at the Schools Division Office (SDO) and to schools as its response to the COVID-19 threat.
2. The City Government of Digos shall issue an official template of Work Pass for all the government personnel who will be going on duty to their respective offices.
3. The Division LRMSD personnel headed by Dr. Mary Joy Fortun with the assistance of the Division IT Officer, Mr. Stephen Pascual shall reproduce the Work Pass as soon as the official template is available and shall have control number, name and address of the personnel and shall be duly signed by the Schools Division Superintendent. All Control Numbers with assigned personnel shall be kept on a logbook. The picture of the official/employee shall also be included in the WP. It shall bear the dry seal of the Division Office.
4. The Work Pass shall be valid while transiting from their residence to the Schools Division Office (SDO) for SDO personnel and to the school for School Heads and Vice-versa. The Skeletal Staff shall use it only on their day of assigned duty.



5. Work Pass is non-transferable. It guarantees only the name of the official in the WP. Members of the family or other relatives shall not use the Work Pass.
6. The distribution of Work Pass will be at the tent near the SDO Guard House once available. The LRMDs personnel and IT Officer will inform the DepEd personnel the availability of their Work Pass or other such arrangement that shall comply with the order of community quarantine. In such case, information shall be disseminated through the Official E-mail and Group Chats acknowledged by the Division Office.
7. Immediate and wide dissemination of this Memorandum is enjoined.



**CRISTY C. EPE**  
Schools Division Superintendent

