



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
No. 232, s. 2020

April 1, 2020

**TRANSPORTATION ARRANGEMENT FOR SCHOOLS DIVISION
OFFICE PERSONNEL AFFECTED BY STRICT TRAVEL RESTRICTION DUE TO
THE ENHANCED/INTENSIFIED COMMUNITY QUARANTINE DECLARED BY
LGUs OF DAVAO DEL SUR**

To: **CONCERNED SDO PERSONNEL**

1. Pursuant to Presidential Proclamation No. 922 and 929 and issuances of several Local Government Units reiterating the said proclamation including the imposition of strict travel restrictions, the Department of Education Digos City Division hereby implements transportation arrangements to affected SDO personnel to ensure their presence in the office during their scheduled Work Day Assignment in the office to act as skeletal force in acting on incoming and outgoing documents.
2. The affected SDO personnel shall be divided into two routes: those living along Davao-Cotabato Road and Davao-Malita Road in order to provide two transportation route schedules. The schedule shall be on different dates which shall be on Mondays for personnel living along Davao-Malita Road, and Wednesdays for personnel living along Davao-Cotabato Road. Personnel included in the said route and date shall be transported to and fro their residence. Thus, these personnel shall inform their immediate superior to change their on-site schedule for purposes of availing the transportation provided by the office.
3. Affected personnel must first inquire from their respective Barangay and Municipal Chief Executives on extent of this travel ban and how to get an exemption, such as but not limited to Work Pass, as personnel of the Department of Education, as there are municipalities which would allow residents to go out but are not allowed to return to their home place. Should you wish to avail of this arrangement, please inquire what document this Office will send to the Barangay and Municipal Chief Executive, on an online facility, in order for you to be issued a PASS for that matter. This document might have to be brought at all times for check or entry points. Kindly secure also a Vehicle and Driver's Pass for the DepEd vehicle we will be using for this purpose.
4. Upon issuance of your Barangay/Municipal Officials of these PASSES/CERTIFICATIONS (Work, Vehicle and Driver's), please submit to the AO V for Administration through online facility. Receipt of the latter shall commence the transportation arrangement. The arrangement shall also be made available even if at least 3 personnel has complied with the process.
5. Before embarking on the vehicle, the driver and all passengers shall apply 75% alcohol or at least 65% hand sanitizer. Shoes shall be disinfected with mist spraying of alcohol and wearing of face masks. During the ride to and from the Office, social/physical distancing of at least one (1) meter, wearing of face masks shall be observed. Further, conversations are not allowed during the ride.



6. For immediate dissemination and strict compliance.



CRISTY C. EPE
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED

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DATE: APR 02 2020 TIME: 4:14 PM

BY: 