



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
No. 411, s. 2020

September 8, 2020

**CONDUCT OF DISINFECTION IN THE SCHOOLS DIVISION OFFICE OF
DIGOS CITY**

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

1. In view of the increasing number of COVID-19 cases in Digos City, this is to inform all Schools Division Office (SDO) personnel, teaching, teaching related and non-teaching personnel that the Schools Division Office will conduct disinfection **every Friday (afternoon)** in the SDO grounds and hallways through the City Bureau of Fire Protection.
2. All SDO personnel shall be on Work From Home (WFH) every Friday from 1:00 PM – 5:00 PM.
3. Further, all SDO personnel shall also do daily disinfection in their respective working areas/working table twice a day (morning and afternoon).
4. All transactions during Friday afternoon from 1:00 PM – 5:00 PM shall be online through the Division official email address, digos.city@deped.gov.ph.
5. For the information and guidance of all concerned.

CRISTY C. EPE
Schools Division Superintendent



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