



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

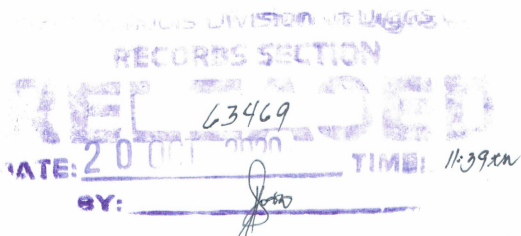
DIVISION MEMORANDUM
No. 500, s. 2020

October 16, 2020

**REGULAR 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 reference to Division Memorandum No. 411, s. 2020 entitled "Conduct of Disinfection in the Schools Division Office of Digos City" and 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 regular disinfection **every Friday (afternoon)** in the SDO offices, grounds and hallways.
2. All SDO personnel shall be on Work From Home (WFH) every Friday from 1:00 PM – 5:00 PM.
3. Further, personnel from the Supply Office and utility personnel will do the disinfection starting October 23, 2020 and coordinate with the Division DRRM Coordinator for instructions. Personal Protective Equipment such as face mask, gloves, face shield, boots and isolation gown must be worn during disinfection.
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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