



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

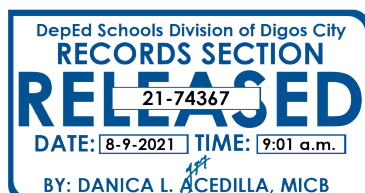
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
DIVISION MEMORANDUM
No. 450, s. 2021

August 7, 2021

TEMPORARY CLOSURE OF THE SCHOOLS DIVISION OFFICE OF DIGOS CITY

To: Assistant Schools Division Superintendent
All Schools Division Office Personnel
All Others Concerned

1. Pursuant to the approved recommendations from the Division Safety Management Committee to address the recent COVID-19 issue in the Schools Division Office, the office shall be on temporary closure and all personnel shall be on Work-From-Home (WFH) work arrangement starting **August 9, 2021** until further notice.
2. Attached is the approved recommendations from the Division Safety Management Committee (SMC).
3. Personnel shall be prohibited from entering the Division Office premises unless the purpose/s is/are extreme urgent and necessary in which the entrance should be with the permission from the Schools Division Superintendent or the Division Safety Management Committee. This prohibition includes the IT team who are having editing activities at the second floor of the new building. Mr. Stephen Pascual is directed to inform the IT team and to observe for their proper compliance of this prohibition.
4. All heads of Divisions and Sections shall make the appropriate arrangements on tasks so that work will not be hampered.
5. Division security personnel shall be on duty following their regular routine. Utility personnel shall continue to maintain the grounds and buildings but will work on their specific task which shall be coordinated by Mr. Francis Jude Alcomendras, Administrative Officer V (AO V) but in no way shall they come together. The AO V is directed to refresh/orient the security guards of the DepEd Order on the protocols set during Temporary Closure. The Division drivers both regular and Job Order (J.O.) shall be on call during office hours if the service vehicles are needed for urgent, very important and unavoidable request/s, task that requires transport.
6. This Memorandum shall have no force and effect after the release of the RT-PCR test or swab test of the concerned SDO personnel, should the results turn out negative.
7. For information, guidance, and strict compliance of all concerned.




CRISTY C. EPE
Schools Division Superintendent

