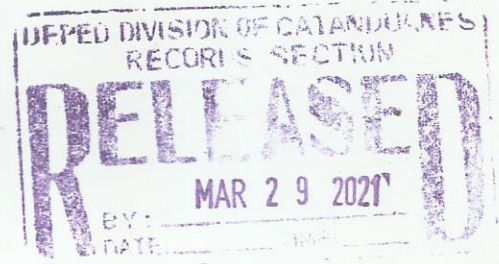




Republic of the Philippines
Department of Education
REGION V - BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES



MEMORANDUM

SDS-UM-3-29-2021__

TO : ALL SDO AND SCHOOL EMPLOYEES

This Division


FROM: SUSAN S. COLLANO

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

DATE : March 29, 2021

SUBJECT: DISINFECTION WEDNESDAY

1. In compliance to the Health and Safety Protocols and Standards in times of National Health Emergency, the offices in the SDO Proper shall undergo disinfection on **March 31, 2021**, Wednesday.
2. As such, transactions in the offices shall be until Tuesday only, March 30, 2021. Extremely urgent concerns may be sent online platforms to the concerned head of office, unit, or section.
3. The SGOD, through the Disaster Risk Reduction Management (DRRM) section, shall facilitate the coordination with the RHU for the proper disinfection of the offices. Unit heads should ensure that the office equipment, files, and supplies are secured to avoid getting soaked in water during the disinfection.
4. Widest dissemination of this Memorandum is desired.

