

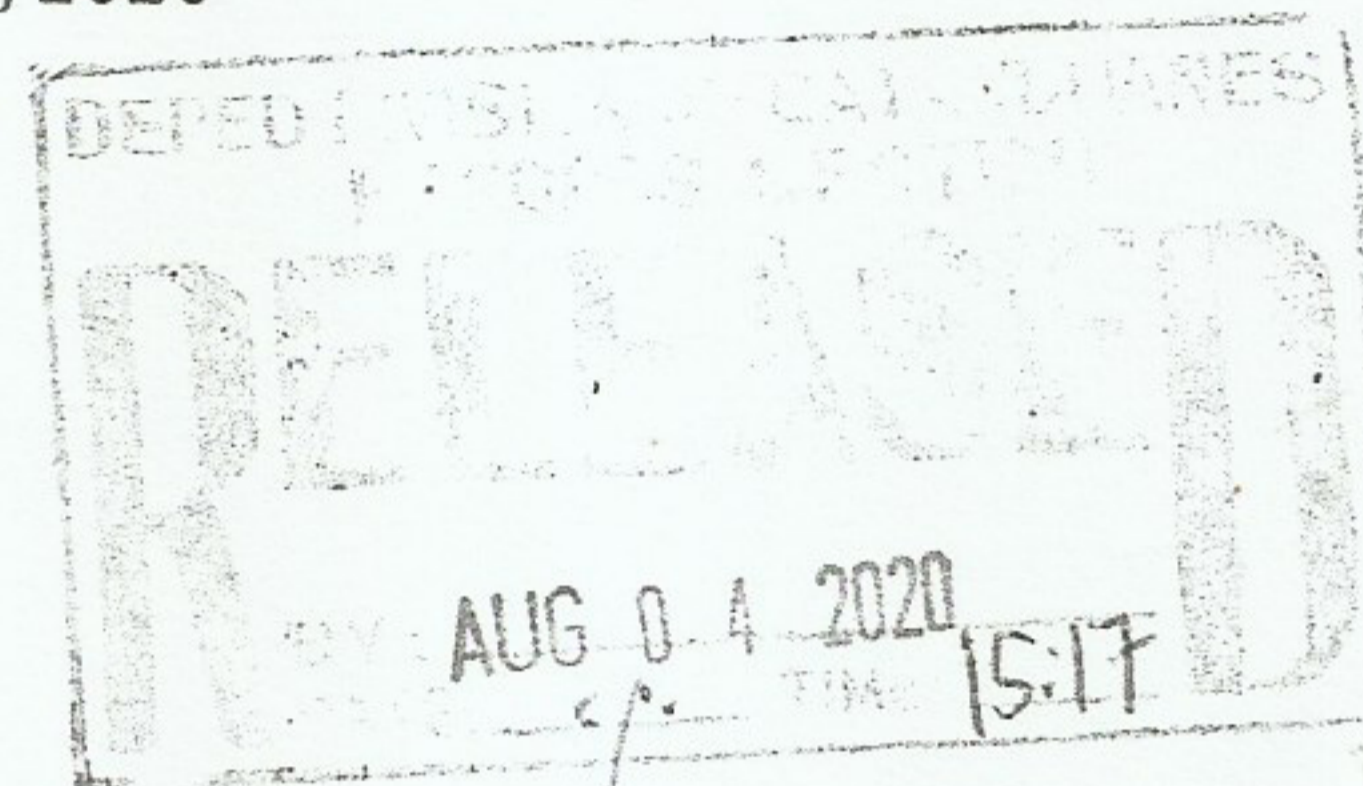


Republic of the Philippines
Department of Education
Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

July 29, 2020

MEMORANDUM
OSDS-Admin-UM-7-29-20/ets

To: Assistant Schools Division Superintendent
CID/SGOD Chiefs
Section Heads
Security Guards
All others concerned

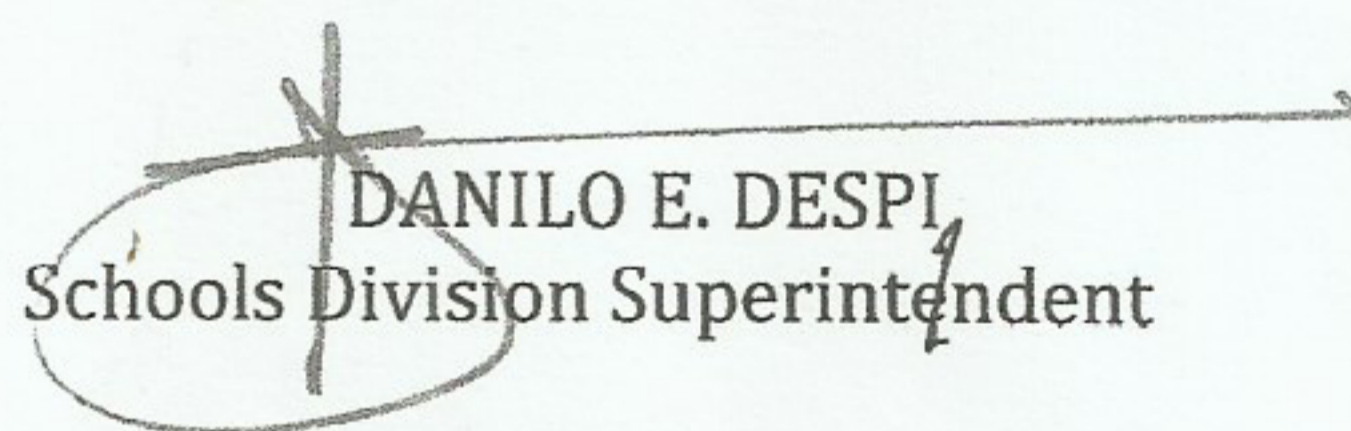


Please be informed that due to the implementation of **Strict Health Protocols** in our office, all public utility vehicles are not allowed to enter the vicinity of our office. They are required to drop all passengers in front of the main entrance/gate. SDO personnel riding in tricycles shall alight the vehicle at the drop off area except on rainy days that tricycles may be allowed to enter and drop SDO employees on the entrance door.

Private vehicles (tricycle/motorcycle) are to be parked in the designated area near the medical building and car/van should be parked in front of CID office.

Clients are encouraged to wash their hands first in the washing area, do the thermal scanning by the medical in-charge before they will sign in the logbook, and use alcohol for disinfection. Wearing of face mask is compulsory inside the office.

For information and strict compliance.


DANILO E. DESPI
Schools Division Superintendent