



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF BILIRAN

February 23, 2021

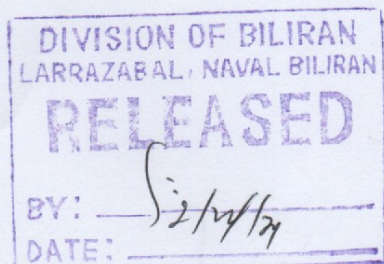
**DIVISION MEMORANDUM**

No. 071 s. 2021

**REITERATION ON HEALTH SAFETY PROTOCOLS**

To: ASST. SCHOOLS DIVISION SUPERINTENDENT  
FUNCTIONAL DIVISION CHIEFS  
ALL SDO PERSONNEL  
PUBLIC SCHOOLS DISTRICT SUPERVISORS  
PUBLIC ELEM. AND SEC. SCHOOL HEADS  
This DIVISION

1. To protect the health, safety and well-being of all SDO and field Personnel while ensuring the continuous delivery of essential services, this Office requires all transacting Clients in the Division Office to follow the minimum health standards/protocol prescribed by the Department of Health such as wearing of face shield and face mask upon entering the Division Office premises starting March 1, 2021.
2. All SDO personnel are also advised to take responsible action in reporting to their workstation. Any manifestation of COVID-19 symptoms shall be reported to the immediate supervisor for appropriate action.
3. The Guard on duty must ensure that all Clients shall strictly observe the minimum health safety protocols prescribed by DOH at the entrance gate.
4. It is also required that field personnel shall have approved travel authority either Authority to Travel or Locator Slip upon entering the Division office.
5. Immediate dissemination of and strict compliance with this Memorandum are desired.



  
**JUDELLA R. LUMPAS EdD, CESO VI**  
OIC-Schools Division Superintendent



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**KASTIKAS**  
Kaalam Alang Sa Igsoong Biliranon Kasabag Ang Sociedad  
*More. Be Counted. Achieve!*