

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

June 24, 2021

OFFICE MEMORANDUM

No. 023, S. 2021

To : CID & SGOD Chief Education Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads & Teachers
All Others Concerned
This Division

SDO- BILIRAN DRRM POLICY TO LIMIT THE SPREAD OF COVID -19

1. In reference to the DRRM, SGOD findings/ issues/concerns, this office hereby informs the field of the following:
 - a. To limit the spread of COVID-19 virus, office-hopping must not be practiced. With this, no division personnel should enter the office of other functional division/s. There should only be a **designated area** for the transaction/s;
 - b. the office shall provide ultraviolet rays/disinfectant to every unit especially in the receiving unit and every office will provide a tray where the clients will place on their documents;
 - c. to have an update from the Local Government Units regarding the Division personnel who is/are with closed contacts to COVID 19 patient, the District Nurses should coordinate with the LGUs if any SDO personnel are included in the contact tracing and will immediately notify the nurse on duty in the Division Office to advise the concerned personnel to self-isolate and undergo home quarantine then request an official communication from the Department of Interior and Local Government/ Inter-agency Task Force regarding the first and second layers;
 - d. for anticipated transactions, clients are advised to make arrangement with the concerned personnel to ensure their presence in the office and to ensure proper scheduling; and
 - e. strictly implement and follow schedule in **Division Memorandum No. 166, s. 2020**, dated June 24, 2020 "**Guidelines of the Submission of Reports, Documents, and Various Requests at the Division Office in Light of COVID-19 Pandemic**".
2. Immediate and wide dissemination of this memorandum is desired.

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

