



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City
Office of the Schools Division Superintendent

Division Memorandum

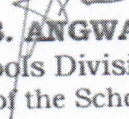
No: 159s, 2020

August 17, 2020

SUBJECT: REITERATION OF THE COMPLIANCE TO HEALTH PROTOCOL

TO: Public Schools District Supervisors
Public Elementary/ Secondary School Heads
ALL Division Office Personnel
All other concerned

1. To ensure safety and to prevent transmission of COVID-19 while contact tracing is being done to probable suspect/ carrier & possible close contacts who joined in the previous activities in the Division and pursuant to **CSC Memorandum Circular 10 s. 2020**, as a way of coping the State of National Emergency due to COVID-19 pandemic, the SDO Tabuk City adopts the **Work from Home** (refers to an output- oriented work arrangement that authorizes the worker to produce outputs/ results and accomplishments outside the office.)
2. In this regard, employees who are under contact tracing must notify the office for documentary purposes and automatically subject himself for home quarantine and isolation and thereby abide with the prescribed days for quarantine period. The employee will submit his accomplishment report upon resumption to the office.
3. Entries of clients will be limited in the Division Office. All documents/ records for submission will be cared of to the information desk and or the nurses assigned at the front desk for routing to the concerned office.
4. For immediate dissemination and compliance.


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/sgod/health/soc



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