Regional Memorandum

MANAGEMENT OF THE SPREAD OF COVID-19 AT THE REGIONAL OFFICE

To

All Regional Employees
All Schools Division Superintendents

1. In order to prevent and/or minimize the spread of infectious viruses, there is a need to conduct weekly general cleaning and sanitation of the office premises which will include all rooms, hallways, comfort rooms and the Bulwagan.

2. In this regard, work at the DepEd Regional Office IV-A shall only be until 12:00 noon every Friday effective tomorrow, September 25, 2020, until further notice.

3. The rest of the working hours on Fridays shall be on a work from home arrangement hence there is a need to log out after completing the eight-hour work day.

4. For information, guidance and wide dissemination.

WILFREDO E. CABRAL
Regional Director

ad/ scp

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