



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

February 18, 2021

OFFICE MEMORANDUM

No. **063**, s. 2021

To: Assistant Regional Director
Division Chiefs
Sections/Unit Heads
All Others Concerned

QUARTERLY "PINTAKASI" OF DEPED REGIONAL OFFICE VIII

1. In response to the Health Emergency Crisis relative to COVID-19, the Quarterly "PINTAKASI" shall be held on the following schedules.

- March 24, 2021
- June 24, 2021
- September 23, 2021
- November 23, 2021

2. All functional divisions, sections and units are advised to clean and disinfect their respective offices particularly under the tables, corners, windows and blinds, ceilings and other frequently touched areas of the office.

3. The Chiefs shall see to it that all employees shall arrange their things in order as prescribed in the Workplace Improvement standards.

4. Cleaning of surrounding grounds shall be done by the contracted utility workers.

5. A snack will be served to the participants charged to the Administrative Division funds subject to the usual accounting and auditing rules and procedures.

6. For compliance.

MA. GEMMA MERCADO LEDESMA
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Regional Director

AD-GSU-ATR



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