



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

June 1, 2021

**OFFICE MEMORANDUM**

No. **000228**, s. 2021

To: OIC – Office of the Assistant Regional Director  
 Regional Functional Division Chiefs  
 Unit and Section Heads  
 All Others Concerned

**CONDUCT OF PROGRAMMED DISINFECTION AND REITERATION OF OFFICE HEALTH PROTOCOLS**

1. As part of the proactive measures to help curb the transmission of COVID-19 cases and to ensure the safety of the employees, the Office shall conduct programmed office disinfection on June 2, 2021, Wednesday, from 1:00pm to 5:00pm on the following schedule:

Office	Time of Disinfection
Asset Management Section	12:30 p.m.
Personnel Section	12:40 p.m.
Admin Proper	12:50 p.m.
Records Section	1:00 p.m.
General Services	1:10 p.m.
LMRS	1:20 p.m.
PPRD	1:30 p.m.
FTAD	1:40 p.m.
OARD	1:50 p.m.
QAD	2:00 p.m.
Cash Section	2:10 p.m.
ORD	2:20 p.m.
Finance	2:30 p.m.
ICTU	2:40 p.m.
HRDD	2:50 p.m.
Honesto	3:00 p.m.
CLMD	3:10 p.m.
PAU	3:20 p.m.
ESSD	3:30 p.m.



SHS	3:40 p.m.
Legal Unit	3:50 p.m.
Guard House	4:00 p.m.
COA	4:10 p.m.
Mess Hall	4:20 p.m.
NEAP Dorm	4:30 p.m.
RTTC	4:40 p.m.
Executive Rooms	4:50 p.m.

2. Due to the disinfection activity, all Regional Office employees are directed to vacate their office when it is their time for disinfection and perform their functions on Work-From-Home mode. Those with urgent tasks which cannot be done at home may use the RTTC or Mess Hall to continue their work. External documents may be sent online. The Regional Functional Division Chiefs and Units/Section Heads are expected to monitor the performance of their staff.

3. The General Services Unit, in coordination with the Regional DRRM Coordinator, shall manage the conduct of the activity.

4. Also, the Office reiterates strict compliance to existing health protocols such as mandatory wearing of face mask and field shield, social distancing, use of hand sanitizing gel or alcohol, limiting face-to-face encounter among employees, etc. Online communication between and among employees and/or offices and conduct of virtual meetings are highly encouraged. Transmission of documents from one office to another should be handled following the health protocols. It is advised that upon turnover, documents must go immediately to the UV box for disinfection.

5. Immediate dissemination of and strict compliance with this Memorandum is desired.

  
**MA. GEMMA MERCADO LEDESMA**  
 Regional Director

ORD-PAU-JFC

