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

January 11, 2023

OFFICE MEMORANDUM

No. **017**, s. 2023

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

DISINFECTION OF OFFICES

1. In our continued efforts to ensure a safe and well-maintained workplace for all RO VIII employees, the General Services Unit shall conduct its regular disinfection of Offices starting January 2023.

2. Relative to this, it is informed that this shall be conducted twice a month, from 7:00 AM - 4:00 PM with the following schedules:

▪ January 14, 2023	▪ July 15, 2023
▪ January 28, 2023	▪ July 29, 2023
▪ February 11, 2023	▪ August 12, 2023
▪ February 25, 2023	▪ August 26, 2023
▪ March 11, 2023	▪ September 16, 2023
▪ March 25, 2023	▪ September 30, 2023
▪ April 15, 2023	▪ October 14, 2023
▪ April 29, 2023	▪ October 28, 2023
▪ May 13, 2023	▪ November 11, 2023
▪ May 27, 2023	▪ November 25, 2023
▪ June 11, 2023	▪ December 9, 2023
▪ June 24, 2023	▪ December 23, 2023

3. The Chiefs are directed to instruct their respective personnel to secure the documents and properties that might be damaged by the chemicals used in the disinfection.

4. For information and guidance of all concerned.

[Signature]
EVELYN R. FETALVERO, CESO IV
Regional Director

AD-GSU-ATR

