



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

May 30, 2024

**OFFICE MEMORANDUM**  
AD-2024- **279**

**CONDUCT OF DISINFECTION AND WORK SUSPENSION AT  
DEPED REGIONAL OFFICE VIII**

To: Director III  
Functional Division Chiefs  
All Others Concerned

1. As part of the proactive measures to help control the transmission of COVID-19 cases and to ensure the safety of the employees, this Office shall conduct office disinfection tomorrow, May 31, 2024; hence, work shall be suspended from 1:00 p.m. to 5:00 p.m.
2. Due to the disinfection activity, all Regional Office employees are directed to perform their functions on Work from Home mode. External documents may be sent online through the Records Section at **records.region8@deped.gov.ph**.
3. Work at the DepEd RO VIII shall resume on June 03, 2024. The Regional Chiefs, Units, and Section Heads shall monitor the performance of their staff.
4. The General Services Unit, under the supervision of the Regional DRRM Coordinator, shall manage the disinfection activity.
5. Immediate dissemination of and strict compliance with this memorandum are desired.

  
**EVELYN R. FETALVERO CESO IV**  
Regional Director



AD-RMG



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