


DIVISION MEMORANDUM  
NO. 93, s. 2021

**SEVEN DAYS WORK FROM HOME DECLARATION TO ALL AFFECTED  
PERSONNEL OF TANGUB CITY DIVISION OFFICE**

To: CONCERNED PERSONNEL  
This Division

1. As part of the basic protocols mandated by the DepEd Memorandum No. 43, s. 2020 and Civil Service Commission MC No. 18, s. 2020. This Office as well as the LGU and City Health Office of Tangub City directs all affected personnel of Tangub City Division Office to undergo Work From Home Setup for seven working days due to the fact that one of the employees have tested positive in both Rapid Antigen Test and Swab Testing.
2. However, all concerned personnel are hereby required to prepare and submit the necessary documents such as **Work Week Plan and Work Week Accomplishments**.
3. It is further advised that everyone should be on call during office hours (8:00 am-5:00 pm) and continue everyone's routinary works at their homes.
4. Every employee should coordinate with their respective barangay officials for information.
5. Immediate and wide dissemination of this Memorandum is enjoined.

  
**AGUSTINES E. CEPE, CESO V**  
Schools Division Superintendent

AEC/MTA/05-06-2021

