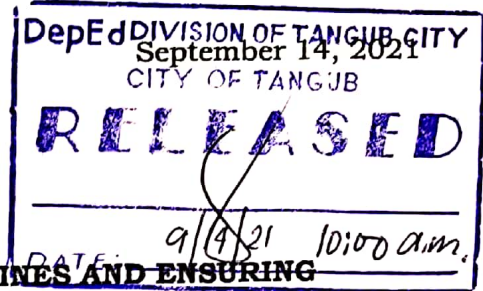




**Division Memorandum**  
No. 243 s.2021



**REITERATION OF WORK-RELATED GUIDELINES AND ENSURING  
OBSERVANCE OF STRICT HEALTH MEASURES IN WORK SETTINGS  
IN VIEW OF THE THREAT OF THE DELTA VARIANT TRANSMISSION**

To: Office of the Schools Division Superintendent  
School Governance and Operations Division  
Curriculum Implementation Division  
This Division

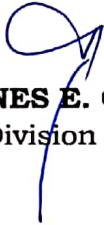

1. With the detection of the first 2 cases of the highly infectious delta variant of COVID-19 in Tangub City on September 13, 2021, this Division reiterates the strict implementation of health measures and protocols to minimize physical contact among the Division Office personnel.
2. Effective September 15, 2021, all Division Office personnel on duty are **strictly required to wear face mask at all times** even when attending virtual activities (when another personnel is physically present in the same room) or during necessary photo-ops in activities.
3. Circumstances in which more than one personnel will share the same room with another personnel and at least one of them will have to remove their masks shall be avoided.
  - a. Communal eating is discouraged at work.
  - b. Conversations between personnel who share the same room, especially when they are eating in their respective workstations, are likewise discouraged.
  - c. When inside vehicles, personnel shall be required to avoid talking with each other, taking phone calls, eating, and removing their masks and shields.
4. **Physical distancing shall be observed at all times regardless of setting.** The 1-meter distance is the minimum, and farther distance beyond 1 meter is encouraged where possible.
5. All personnel shall stay in their workstations. Entering other offices is prohibited. Issues, concerns, and queries must be addressed through telephone, cellular phone, Messenger, and other mediums of communication.
6. Each section / office is required to use their own logbook, and each personnel must use their own ball pen to avoid contamination of the virus.





REPUBLIC OF THE PHILIPPINES  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
**DIVISION OF TANGUB CITY**

7. All personnel must strictly follow the posted route guides and symbols as they enter and exit to and from their respective offices.
8. Submission of reports and important documents must be done through online platforms. For documents/parcels received from the guard house, these must be subjected to UV lamp for disinfection.
9. Personnel must adhere to the work-time-schedule submitted to the HR.
10. Immediate dissemination of this Memorandum to all concerned is enjoined.

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

AEC/goe/09-14-2021

