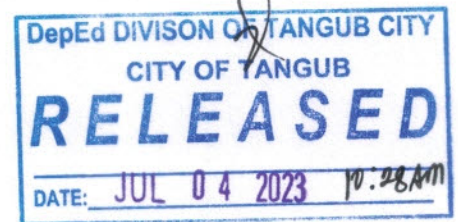




Republic of the Philippines
Department of Education
Region X
SCHOOLS DIVISION OF TANGUB CITY



June 26, 2023

OFFICE MEMORANDUM

No. 202, s. 2023

REITERATION ON WEEKLY OFFICE SANITATION

To: Assistant Schools Division Superintendent
CID and SGOD Chief Education Program Supervisors
Education Program Supervisors
Public Schools District In- Charge
Section Heads
This Division

1. Keeping a clean workplace has always been important. But a deadly virus that we cannot see, office spaces must become more cautious and vigilant to protect the safety of their employees. This Office required all personnel in this Division to conduct a weekly sanitation per Office every Wednesday at 4:40 in the afternoon.

2. Clean surfaces with alcohol, water, and soap it will reduce germs, bacteria, and viruses it does not kill these infectious agents, but it does significantly reduce their number.

3. Routine cleaning of the entire office space is essential particularly for high-touch surfaces should be prioritized. Here are examples of high-touch surfaces in an office space.

- Desks and tables
- Front desk supplies (staplers, tape dispensers, pens, phones)
- Touchscreen devices
- Cabinet handles
- Computer keyboards, mice, and other peripherals
- Meeting room phones, remotes, projectors, whiteboard pens
- Doorknobs
- Light switches
- Window handles
- Bathroom surfaces (stall handles, faucets, soap dispensers, towel dispensers, waste bins)



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4. All personnel in this division are responsible to secure their computers and other office documents before sanitation.

5. For guidance and immediate compliance.

SHAMBAEH A. ABANTAS-USMAN, PhD, CESE
Assistant Schools Division Superintendent
OIC- Office of the Schools Division Superintendent



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