



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
**SCHOOLS DIVISION OF CEBU PROVINCE**

Office of the Schools Division Superintendent

May 05, 2021

**DIVISION MEMORANDUM**

No. 146, s. 2021

**SCHEDULED GENERAL DISINFECTION OPERATION IN THE DIVISION OFFICE**

**TO** : Assistant Schools Division Superintendents  
Chief, CID  
Public Schools District Supervisors/ OICs/ Caretakers  
Elementary and Secondary School Heads  
Administrative Officer V  
All Others Concerned

1. To ensure continuing implementation of the safety protocols and protection of all personnel and visitors, this office announces the conduct of the General Disinfection Operation in the Division Office on May 15 and 29, 2021. During the scheduled operation, the division office will not allow entry of all personnel and visitors to ensure the effectivity of the operation.
2. The Division Office shall also make sure that all requests, queries and other services need are addressed and fully served through maximum utilization of its Online Request and Tracking System (ORTS). Please refer to earlier Division issuances for the list of contact numbers of all units particularly the ORTS processors for your convenience. You may also convey your need for assistance via ORTS Help Desk.
3. CTO for non-teaching personnel shall be given to those who render service during the operation.
4. Your full cooperation is of high importance as everyone's safety is of our greatest concern.
5. Widest and immediate dissemination and guidance is needed from all concerned. Keep safe everyone.

**MARILYN S. ANDALES, EdD, CESO V**  
Schools Division Superintendent



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**ATTACHED ARE THE LIST OF DIVISION PERSONNEL TO ASSIST IN THE SCHEDULED  
GENERAL DISINFECTION OPERATION IN THE DIVISION OFFICE**

<b>Date</b>	<b>Name of Division Personnel</b>	<b>Area of Assignment</b>	<b>Responsibility</b>
May 15 and 29, 2021	Marjorie Naoha	CID, Social Hall, SGOD, 2 <sup>nd</sup> floor lobby	Perform the disinfection operation specifically: <ul style="list-style-type: none"><li>- Mixing of disinfecting solution</li><li>- Actual application of the disinfection solution to the different offices/sections</li><li>- Clean and return all materials used in the operation in its proper storage</li></ul>
	Eddie Boy Paran	ICT, Supply, Ground floor lobby and entrance	
	Dexter Tuditud	Disbursing, Dental, Records	
	Nestor Libaton	Remittance, Admin Office, Medical	
	Roberto Franza	HR, Accounting, Legal	
May 15 and 29, 2021	Carl Jeffrey B. Estaño, RN Remond G. Gamutin, RN	SDS Office, all ASDS Offices	<ul style="list-style-type: none"><li>- Supervise and assist in the disinfection operation</li><li>- Instruct and supervise the disinfection team in mixing the disinfecting solution</li><li>- Assign personnel to disinfect specific section/office</li><li>- Ensure that all sections and offices are properly disinfected</li><li>- Ensure that all materials used during the operation will be cleaned and kept in its proper storage</li></ul>



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