



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

Division Memorandum
No. 83, s. 2021


To : All Public and Private Elementary and Secondary School Heads

DATE : March 23, 2021

SUBJECT : Health Protocols to Observe when Conducting Office Transactions

Please be advised that the SDO will now implement “**no face mask and face shield no entry**” policy starting on March 25, 2021. With this, we will now allow visitors to enter the SDO building and do their transactions provided they follow these specific rules:

1. Please login in your complete details at the triage area;
2. Face masks and face shields must be properly worn at all times;
3. A client feedback form will be given at the entrance, please fill up and leave it at the offices after your transactions;
4. Transactions will be on the aisle outside the functional division’s offices;
5. Physical distancing must be observed at all times; (stay on the designated marked spots provided).
6. Follow proper entrance and exit ways;
7. Please be guided accordingly.


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