



Republic of the Philippines  
**Department of Education**  
REGION X- NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

DM2020-5-190  
DIVISION OF MALAYBALAY CITY  
RELEASED 9-45  
MAY 22 2020

DIVISION MEMORANDUM

No. 190, s. 2020

TO : Asst. Schools Division Superintendent  
Chief Education Supervisors and Staff (CID and SGOD)  
School Heads (Public and Private Elementary and Secondary)  
School Teaching and Non-Teaching Personnel  
Unit Heads and Staff  
All Others Concerned  
This Division

FROM:  VICTORIA V. GAZO, Ph.D., CESO V  
Schools Division Superintendent

DATE: May 21, 2020

SUBJECT: OBSERVANCE OF NEW OFFICE PROTOCOL IN LIGHT OF THE  
COVID-19 STRINGENT SOCIAL DISTANCING MEASURES

1. To ensure continuity of delivery of DepEd essential services, this Office adopts new office procedure to observe the social distancing measures for the protection of each official and personnel of the Schools Division Office and to mitigate the spread of COVID-19 pursuant to the directives of the Department of Health.

2. All Division personnel and clients are requested to follow the office protocols below:

1. Wash your hands in the washing area located at the right side of the building;
2. Step on the footbath;
3. Subject yourself for body temperature check;
4. Proceed to respective offices (Office Personnel);  
Proceed to the waiting area at the left side of the building (Clients); and
5. Transact through appropriate windows:
  - Window 1 – Information Desk/Document Checker
  - Window 2 – Receiving/Releasing
  - Window 3 – Cashier

3. Immediate dissemination of this Memorandum is desired

