



2021-25924

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

DM 2021-02-018
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: _____ TIME: 11:11
BY: JAN 20 2021 *flaw*

Division MEMORANDUM

No. *018*, s. 2021

TO: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD and CID
All Others Concerned

FROM: *VICTORIA V. GAZO*
Schools Division Superintendent

DATE: January 18, 2021

**SUBJECT: IMPLEMENTATION OF TWO-DAY WORK-FROM-HOME
ARRANGEMENT IN THE DIVISION OFFICE ON JANUARY 18-19, 2021**

This Office shall implement a two-day work-from-home arrangement in the Division Office on January 18-19, 2021 to give way for the disinfection in its surroundings. The disinfection is needed after one of the City-paid employees deployed in the Division is positive of COVID-19.

The Division DRRM Coordinator and his team, however, shall report to conduct the disinfection.

For information and guidance.

Encl: None

Copy Furnished: Records Unit | DRRM



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