



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

July 7, 2020

**OFFICE MEMORANDUM**

No. **257**, s. 2020

To: Director IV  
Division Chiefs  
Sections/Unit Heads  
All Others Concerned

**DISINFECTION OF OFFICES**

1. In response to the current health crisis and to ensure the safety and well-being of all RO VIII employees, this Office shall conduct a regular disinfection of all areas.
2. All Utility workers and RO VIII employees are directed to disinfect at least four times daily all frequently touched areas such as door handles, telephones, railings, and comfort rooms.
3. Moreover, the general disinfection of all offices will be done once a month from 1:00-5:00 PM on the following schedules:
  - July 24, 2020
  - August 28, 2020
  - September 25, 2020
  - October 30, 2020
  - November 27, 2020
  - December 18, 2020
4. All RO employees are advised to secure or cover all office equipment and documents prior to the disinfection.
5. Office works will be suspended during the general disinfection of offices.
6. For the information and guidance of all concerned.

**RAMIR B. UYTICO EdD, CESO IV**  
Director IV

