



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

March 17, 2020

DIVISION MEMORANDUM
No. 93, s. 2020

POLICY MEASURES OF THE SDO AKLAN TO PREVENT THE SPREAD OF COVID-19

To: **OIC, Office of the Assistant Schools Division Superintendent**
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
Division Office Personnel
All Others Concerned

1. In line with the observance of stringent social distancing policy, ALL DepEd field/school-based personnel are informed of the following precautionary measures:
 - This Office will implement an alternative work arrangement for the protection of the Division Office personnel who are required to report to work for the continuity of delivery of DepEd essential services and priority programs;
 - Office transactions must be **LIMITED**. **ALL documents/reports must be submitted to the Receiving Section**. **DIRECT** submission to the concerned Office/Unit is **NOT ALLOWED**. Clients are encouraged and are very much welcome to make an appointment by phone call before visiting the office/units concerned;
 - If possible, try to communicate through phone calls or messenger for things that you need to inquire and to clarify in order to avoid personal contacts;
 - Those DepEd field personnel who need to personally go to the office and have official transactions are requested to make an appointment first through phone call to make sure that the personnel in the Division in charge of their particular concern is on duty.
 - Personnel who need to personally go to the Division Office and have official transactions are advised not to make any stop-overs with other private/public establishments/offices and should proceed **DIRECTLY** to the Division Office or prioritize transaction with the Division Office before attending other business transactions.
2. Please be guided accordingly.


MIGUEL MACAD. APOSIN EDD, CESO V
Schools Division Superintendent

PYM/mtb



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