



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
DIVISION MEMORANDUM
No. 600, s. 2021

October 18, 2021

TEMPORARY CLOSURE OF JOLENCIO ALBERCA ELEMENTARY SCHOOL

To: Concerned Public Schools District Supervisor
School Head of Jolencio Alberca Elementary School
All School Personnel of Jolencio Alberca Elementary School

1. Relative to COVID-19 case at Jolencio Alberca Elementary School, all school personnel shall be on Work-From-Home (WFH) work arrangement starting **October 18, 2021** until further notice.
2. The school clinic teacher and school DRRM Coordinator shall conduct contact tracing, request the Bureau of Fire Protection (BFP) for disinfection, and coordinate with the Division Safety Management Committee.
3. The concerned School Head shall instruct all personnel in school to be accessible through whatever means of communication available in order to respond to required reports. Modules distribution, retrieval, and all forms of face-to-face activities shall be suspended. Virtual meetings are encouraged. Those hired for security shall report to school to perform regular duties and functions. School utility personnel shall check the school for maintenance and upkeep but in no way shall they come together. The schedule and tasks of the utility personnel shall be coordinated by the School Head.
4. This Memorandum shall have no force and effect after the release of the RT-PCR test or swab test of the concerned school personnel, should the results turn out negative.
5. For information, guidance, and strict compliance of all concerned.

CRISTY C. EPE
Schools Division Superintendent

