



Republic of the Philippines  
**Department of Education**  
REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of Schools Division  
Superintendent**

**19 Apr 2021**

DIVISION MEMORANDUM  
OSDS No. **089**, s. 2021

**NOTICE OF DISINFECTION AND ADOPTION OF 25% SKELETON WORKFORCE IN  
THE SCHOOLS DIVISION OFFICE**

To: Schools Division Office Personnel  
Public Schools District Supervisors/Principals In-Charge  
Public Elementary and Secondary School Heads  
All Others Concerned

1. As part of our commitment to ensure the health and safety of the employees and all transacting public in the midst of the COVID-19 pandemic, the Schools Division Office will be temporarily closed for disinfection on April 19, 2021 from 1:00 p.m onwards.
2. All Functional Divisions/Sections/Units shall maintain a 25% skeleton workforce from April 20-23, 2021. All Section/Unit Heads are advised to submit a workweek plan to the Administrative Section c/o Ronald Jim Somera, AO V.
3. Meanwhile, all personnel who attended the zumba activity last Wednesday are directed to conduct self-monitoring and adopt a work-from-home setup (WFH) until April 21, 2021.
4. The public is assured that operations of the SDSC will be functional without any interruption. Public services shall continue through virtual and alternative means.
5. We reiterate our reminder to all SDOSC Personnel and the public to strictly observe required health protocols for everyone's safety.
6. Immediate dissemination of this memorandum is directed.

**RUTH L. ESTACIO PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

*SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020*



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Encl.: N o n e

Reference: N o n e

To be indicated in the Perpetual Index  
under the following subjects:

WORK HOURS

RJS/DM-notice of disinfection and adoption of 25% skeleton workforce in the SDO  
0000/April 19, 2021

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