



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Schools Division of Cebu Province

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OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

March 18, 2020

DIVISION MEMORANDUM  
No. 144, s.2020

**'NO AUDIENCE FOR COVID-19: A General Disinfection Operation in the Division**

To: Assistant Schools Division Superintendents  
Chiefs, Division Supervisors, SEPS/EPSS/EPsAs  
Unit Heads, Staff and Other Division Personnel  
Public Schools District Supervisors, School Heads (Elem and Sec)  
Teachers, Non-Teaching Personnel  
All Others Concerned

1. In view of the Covid-19 Outbreak, the Division feels that all its preventive measures such as implementation of the 4-Day Work Week, thermal scanning of body temperature upon entrance to the Division Office, one entrance one exit policy, putting up of alcohol and sanitizers at the entrance and exit of all units/offices, wearing of masks, etc. are not enough and not a guarantee that our employees are safe from the feared of virus, Covid-19.
2. The declarations by LGUs on lockdowns and community quarantine and class suspension by DepEd can only mean that this pandemic, being it, is not a joke.
3. Hence, this initiative, "No Audience for Covid-19". There will be a weeklong ban for all employees and officials from getting inside the Division Office in favor of the GENERAL DISINFECTION OPERATION.
4. **Informing the field then NOT TO VISIT THE DIVISION OFFICE on March 23-27 including Saturdays and Sundays immediately prior and after said dates.**
5. **HOWEVER**, the Division Office shall ensure that all requests, queries and other service needs are addressed and fully-served through maximum utilization of its Online Request and Tracking System (ORTS).

6. Service processors with the respective Unit Heads shall address all concerns through this system adopting the Telecommuting Scheme per DepEd Memorandum No. 043, s. 2020 dated March 15, 2020 which allows employees to work from home or other off-site locations provided the personnel must be readily accessible during work hours and must be able to respond to directives, request and queries through agree modes of communication with the immediate supervisors.
7. Please refer to earlier Division issuances for the list of contact numbers of all units particularly the ORTS processors for your convenience. You may also convey your need for assistance via ORTS Help Desk. District ICT coordinators are members of this Help Desk. All District Supervisors shall be added to the ORTS Help Desk.
8. Your full cooperation is desired as your safety and our safety is of paramount concern.
9. Widest and immediate dissemination and guidance of all concerned. Keep safe everyone.

  
**MARILYN S. ANDALES, ED.D., CESO V**  
Schools Division Superintendent



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