



Republic of the Philippines  
**Department of Education**  
Region VII  
**SCHOOLS DIVISION OF BOHOL**

---

October 14, 2020

**OFFICE MEMORANDUM**

**TO: ALL OFFICES/DIVISIONS/SECTIONS/UNITS**

**RE: STRICT ADHERENCE TO HEALTH AND SAFETY PROTOCOLS**

1. It has come to the attention of this Office the following situations:
  - Improper wearing of facemask
  - Physical distancing while talking not observed
  - Clients are allowed to get inside the cubicles/ restricted areas
  - Eating lunch and snacks in groups
  - No washing of hands/ disinfection upon entering the gate/office
  
2. In view hereof, all personnel are directed to:
  - a. Wear facemasks/face shield properly, especially when entertaining costumers
  - b. Observed strictly the one - meter physical/social distancing
  - c. Not allow clients to get inside your cubicles
  - d. Eat lunch and snacks individually in your respective table
  
3. Your health and safety is our utmost priority.
  
4. For strict compliance

  
**BIANITO A. DAGATAN Ed D CESO V**  
Schools Division Superintendent



0050 Lino Chatto Drive Barangay, Cogon, Tagbilaran City, Bohol  
Tel Nos.: (038) 412-4938; (038) 411-2544 (038) 501-7550  
Telefax: (038) 501-7550 email add: dcpcd.bohol@deped.gov.ph

  
**Behold...  
BOHOL**