



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools
Division Superintendent**

OFFICE MEMORANDUM

TO : ALL CONCERN PERSONNEL

SUBJECT : SUSPENSION OF WORK DUE TO TYPHOON TINO

DATE : November 3, 2025

In view of the inclement weather conditions brought about by **Typhoon Tino** and pursuant to the advisory issued by the Provincial Governor, office operations in **SDO and District Offices** shall be **suspended at 12:00 Noon of November 3, 2025** for the safety and welfare of all employees.

Employees are advised to stay indoors and take all necessary precautions to ensure their safety and that of their families.


Work is expected to **resume on November 5, 2025 due to Public Holiday in Bohol tomorrow, November 4, 2025**, unless otherwise announced. Please stay tuned to official advisory and local government announcements for further updates.

In line with the advisory on the suspension, all employees are reminded to **observe the following safety precautions** before leaving their respective offices to ensure the security of office equipment, documents, and premises:

1. **Turn off all electrical equipment** such as computers, printers, photocopiers, and lights.
2. **Unplug power cords and electronic devices** to prevent damage from power surges or flooding.
3. **Secure all important documents and office files** in waterproof containers or elevated areas.
4. **Close and lock all windows and doors** to prevent water and wind damage.
5. **Ensure all office valuables and sensitive materials** are properly stored.
6. **Check for any potential hazards** (e.g., leaks, loose wiring, open shelves) and report them to the Administrative or Safety Officer before leaving.
7. **Coordinate with your immediate supervisor** for any additional safety instructions specific to your department.

Let us all stay vigilant and take necessary precautions to minimize risks and ensure everyone's safety.

For compliance.


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