



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF PAMPANGA

May 29, 2020

DIVISION MEMORANDUM

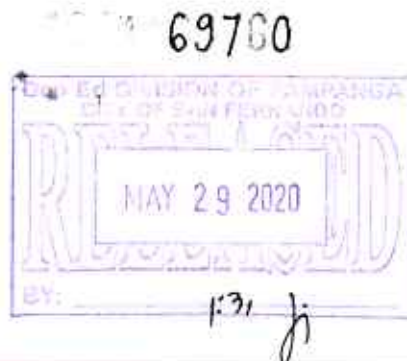
No. 166 s. 2020

**SIMULTANEOUS DISINFECTION OF WORK AREAS**

To: CID and SGOD Chiefs  
All Others Concerned

1. Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it's important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow). *World Health Organization, 2020*
2. To prevent the spread of the virus, all employee of Schools Division Office of Pampanga are encouraged to simultaneously disinfect their work areas.
3. Every 8:30 am, 11:30 am and 4:30 pm, the office bell will be rung to remind everyone to conduct simultaneous disinfection on their work areas.
4. Wide dissemination and compliance of this memorandum is earnestly desired.

**ZENIA G. MOSTOLES, EdD, CESO V**  
Schools Division Superintendent



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