

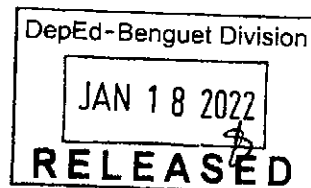


Republic of the Philippines  
**Department of Education**  
**Schools Division of Benguet**

January 17, 2022

**DIVISION MEMORANDUM**

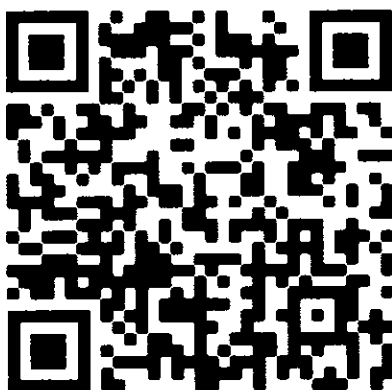
No. 18 s. 2022



**To: School Governance and Operations Division  
Public Schools District Supervisors and District Heads  
School Heads of Concerned Public Elementary and Secondary Schools  
SDO Personnel  
All Others Concerned**

**COVID-19 Workplace Health, Safety and Control Protocols**

1. In view of the increasing threat of COVID-19 “NO APPOINTMENT, NO ENTRY, NO WALK-IN” policies are hereby imposed until further notice to all external clients and visitors thereby reducing face to face transactions and workplace COVID-19 transmission.
2. To the greatest extent possible, all routine/regular or ordinary transactions should be conducted using the section providers’ online system. Those who could not avoid face to face transactions are directed to secure appointment prior to the visit. Please scan the QR code below or visit [bit.ly/benguetSDOappointment](http://bit.ly/benguetSDOappointment) for appointment.



3. For medical consultations, those with chief complaints of cough, colds, sore throat and fever shall proceed to the Isolation Area (in front of old canteen).
4. Everyone is reminded to STRICTLY OBSERVE THE MINIMUM SAFETY AND HEALTH PROTOCOL at all times.
5. For information and guidance.

**GLORIA B. BUYA-AO**  
Schools Division Superintendent



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