

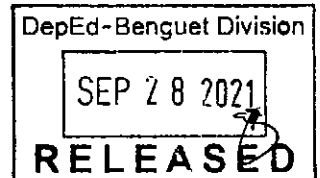


Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Benguet**

SEPTEMBER 27, 2021

**DIVISION MEMORANDUM**

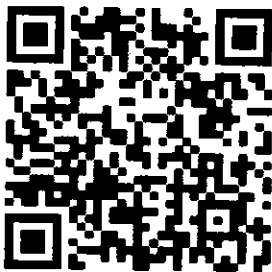
No. 384 s. 2021



**TO:** Office of the Schools Division Superintendent  
School Governance and Operations Division  
Curriculum Implementation Division  
ALL others concerned

**WORKPLACE HEALTH, SAFETY AND CONTROL MEASURES**

1. The Schools Division Office will be physically closed until further notice. This is to facilitate COVID 19 swab testing of personnel who were identified as close and general contacts, as well as guarantee thorough purposes of contact tracing.
2. In view of the increasing threat of COVID 19, "NO APPOINTMENT NO ENTRY and NO WALK IN" policies are hereby imposed upon all external clients or visitors, thereby minimizing face to face transactions and reducing workplace COVID 19 transmission.
3. To the greatest extent possible, all routine/regular or ordinary transactions should be conducted using the section provider's online system. Those who could not avoid conducting face to face transactions are directed to secure appointment prior to the visit. Please scan the QR code below or visit <https://bit.ly/benguetSDOappointment> for appointment.
4. Stringent compliance to minimum health protocols shall be observed at all times.
5. Immediate dissemination and compliance to this memorandum is desired.



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



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