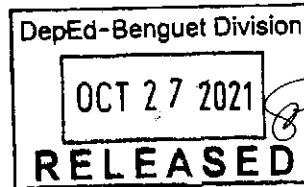




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

DIVISION MEMORANDUM
No. 422, S2021



October 27, 2021

**MANDATORY USE OF CONTACT TRACING APPLICATION
FOR DIVISION OFFICE CLIENTS AND VISITORS**

1. To facilitate contact tracing in the Division Office during pandemic due to the Covid-19 virus, the Office has adopted the use of a contact tracing system to be used by all employees and clients/visitors entering the Division Office compound and offices.
2. Clients/visitors of the Division Office from the Schools District Offices, other Offices and general public, are advised to do the following before visiting/entering the Division Office to transact business;
 - a. Download the iGuard Digital Logbook application thru Google Play Store/App Store and install in their mobile phones;
 - b. Accomplish their profile in the same iGuard Digital Logbook App, generate QR code and tap it to the QR code reader for the client/employee data to be registered in the system;
3. The data the clients/visitors/employees registered in the system shall be used by the Office for contact-tracing and security purpose only.
4. Clients may also transact business with the Division Office thru benguet@deped.gov.ph.
5. This memorandum shall take effect immediately.
6. For information, guidance, and strict compliance.


GLORIA B. BUYA-AO
Schools Division Superintendent



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