

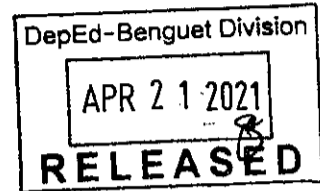


Republic of the Philippines  
**Department of Education**  
Schools Division of Benguet

April 19, 2021

**DIVISION MEMORANDUM**

No. 128 s. 2021



**TO: Office of the Schools Division Superintendent  
Curriculum Implementation Division  
Schools Governance and Operations Division  
All Others Concerned**

**INSTITUTIONALIZING ROUTINE CLEANING AND DISINFECTING OF  
WORKSTATIONS**

1. Pursuant to DO No. 14, s.2020 on Guidelines on the Required Health Standards in Basic Education Offices and Schools and in accordance with DOH AO No. 2020-0015, institutionalizing routine cleaning and disinfecting of workstations and frequently touched areas is one of the strategies to reduce transmission in schools and offices aside from sustaining appropriate IEC on proper handwashing and respiratory etiquette, and ensuring that symptomatic individuals be required to stay at home and seek medical consultation.
2. As stated in the Specific Measures for COVID-19 Prevention and Mitigation in Offices, all offices shall routinely clean and disinfect frequently touched surfaces and objects such as tables, doorknobs, desks, workstations using bleach solution or alcohol at least twice a day, as well as regularly clean and replace disinfectant solutions in foot bath. Additionally, *more intensive cleaning and disinfection shall be done every Friday in the afternoon (3:00 pm to 5:00 pm).*
3. In this regard, each office shall assign two personnel to help in the disinfection activity.
4. For immediate dissemination and compliance.

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



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