



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

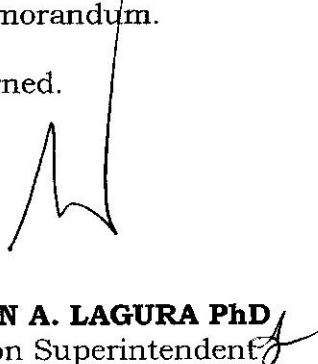
June 23, 2020

DIVISION MEMORANDUM
No. 151, s. 2020

HEALTH CHECKLIST FORM FOR VISITORS

To: Division Office Personnel
Public Elementary and Secondary School Heads
All Others Concerned

1. Attached is the Memorandum Order No. 11, s. 2020 issued by the OIC-City Administrator of Tagbilaran, informing the general public that starting June 23, 2020, the Office of the City Administrator shall be leaving Health Checklist Form for Visitors at their main entrance of the City Hall.
2. All visitors of the City Government of Tagbilaran shall be asked to fill out the said form upon entry. The process flow is indicated in the said Memorandum.
3. For information, guidance and compliance of all concerned.

JOSEPH IRWIN A. LAGURA PhD
Schools Division Superintendent 

JIAL/MKP/ADMIN/atm



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Email Address: tagbilarancity.division@deped.gov.ph

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DEPARTMENT OF EDUCATION
TAGBILARAN CITY SCHOOLS DIVISION
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Republic of the Philippines
Province of Bohol
CITY GOVERNMENT OF TAGBILARAN

OFFICE OF THE CITY ADMINISTRATOR

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Barangay Cogon, City of Tagbilaran 6300, Bohol
Telephone Hotline Numbers: (+63) 38-411-2222/422-8007/422-8579 local 100/101/102; 422-8011 (PLDT)
Website: www.tagbilaran.gov.ph Email Address: cgotagbilaran@yahoo.com

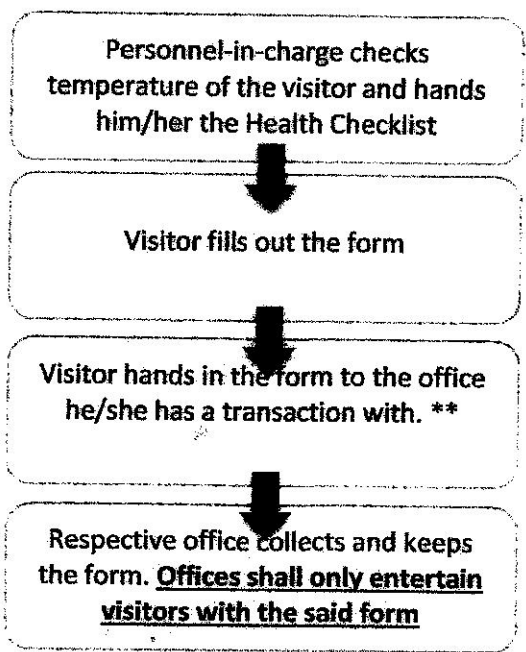
June 22, 2020

MEMORANDUM ORDER NO. 11
Series of 2020

TO : ALL CITY OFFICIALS
ALL CITY DEPARTMENT/DIVISION/OFFICE HEADS
City Government of Tagbilaran

SUBJECT: **HEALTH CHECKLIST FORM FOR VISITORS**

Starting **June 23, 2020**. The Office of the City Administrator shall be leaving Health Checklist Form for Visitors at our main entrance. All visitors of the City Government of Tagbilaran shall be asked to fill out the said form upon entry. Please be guided by the process flow below:



For visitors with multiple transactions, offices are requested to look at their form, ensure that their office is written on it and request the visitors to submit it the last office they will visit. This shall form part of the office's records.

For your kind information, guidance, and compliance.

[Signature]
CATHELYN O. TORREMOCHA, CPA
OIC, City Administrator