



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

**Office of the Schools Division
Superintendent**

April 19, 2021

DIVISION MEMORANDUM

No. 144, s. 2021

WEARING OF FACE MASK AND FACE SHIELD

To: Assistant Schools Division Superintendent
Chiefs of Divisions & Heads of Sections/Units
Education Program Supervisors
Public Elementary and Secondary School Heads
Teaching, Teaching-Related & Non-Teaching Personnel
All Others Concerned

1. This Office disseminates the attached Memorandum Order No. 03, s. 2021 issued by the City Mayor of Tagbilaran duly signed by the OIC City Administrator Cathelyn O. Torremocha, requiring all their employees to wear face mask and face shield upon entering the City Hall and its offices which shall be effective immediately.
2. In this connection, all teaching and non-teaching personnel shall observe the above-mentioned health protocols when you visit the City Hall, otherwise, you will not be allowed to enter.
3. Immediate dissemination of this Memorandum is desired.


JOSEPH IRWIN A. LAGURA PhD
Schools Division Superintendent

JIAL/CPC/ADMIN/ATM/alr



Address: Dampas District, Tagbilaran City, Bohol
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177; (038)427-6718; (038)544-2147
Email Address: tagbilarancity.division@deped.gov.ph



Republic of the Philippines
Province of Bohol

CITY GOVERNMENT OF TAGBILARAN

OFFICE OF THE CITY MAYOR

3rd Floor, New City Hall Building, Corner J. A. Clarin and Calceta Streets
Barangay Cogon, City of Tagbilaran 6300, Bohol
Telephone Hotline Numbers: (+63) 38-422-8007/422-8579/411-2222 local 100/101/102 (PLDT)
Website: www.tagbilaran.gov.ph Email Address: egotagbilaran@yahoo.com

April 16, 2021

MEMORANDUM ORDER NO. 03
Series of 2021

TO: ALL CITY GOVERNMENT EMPLOYEES

SUBJECT: WEARING OF FACE SHIELD

All employees are required to wear a face mask and face shield upon entering the City Hall, and when visiting other offices. Employees who are not wearing a face shield will not be allowed to enter the premises of the City Hall and the offices they are visiting. This shall be effective immediately.

For your compliance. Thank you!

JOHN GEESNELL L. YAP II
City Mayor

BY AUTHORITY OF THE CITY MAYOR:


CATHELYN O. TORREMOCHA, CPA
Office in-charge, City Administrator

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DEPARTMENT OF EDUCATION
TAGBILARAN CITY SCHOOLS DIVISION
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