



Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
**DIVISION OF CAPIZ**

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DIVISION MEMORANDUM

No. 124 s. 2020

October 30, 2020

**CONDUCT OF HEALTH PROFILING AMONG SDO PERSONNEL & REGULAR  
DISINFECTION OF OFFICES**

To: Asst. Schools Division Superintendent  
Head of all Functional Units  
Schools Division Office Personnel  
All other concerned

Pursuant to DepEd Order No. 14 s. 2020 on Guidelines on the Required Health Standards in Basic Education Offices and in compliance to the attached letter request, the School Health and Nutrition Section will conduct the following activities:

1. Health Profiling of all SDO personnel to be scheduled per office and with strict social distancing. Every personnel are required to honestly disclose their health status for the consistency of our record. This activity aims to classify those personnel who belong to the vulnerable groups and to keep track those with co-morbidities. Attached is the schedule to be followed by each section.
2. Regular disinfection to be done per section by the respective office according to their convenient schedule of at least twice per week. Disinfection materials will be provided by the Supply Office. Attached is the mixing ratio of bleach solution to be used during the disinfection.

Immediate dissemination of this memorandum is desired.

  
SALVADOR O. OCHAVO JR., EdD, CESO V  
Schools Division Superintendent  
OCT 30 2020





Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

October 28, 2020


**SALVADOR O. OCHAVO, JR, EdD, CESO V**  
Schools Division Superintendent  
Schools Division of Capiz  
Banica Street, Roxas City Capiz


Sir,

In response to the present pandemic and with COVID-19 infection already involving one of our personnel, we from the Health Section will initiate Health Profiling to all SDO Personnel to be scheduled with proper observance of minimum health protocol. This activity aims to identify personnel with co-morbidities and that belonging to high-risk groups. Schedule per office will be posted so everybody will be accommodated and to prevent crowding in the clinic. We will schedule the activity tentatively to start on November 3, 2020.

Hoping for your kind approval.

Sincerely,

  
**JOY ARNOLD T. LEJOS, MD**  
MEDICAL OFFICER III  
CAPIZ DIVISION

*approved*  
  
10.28.20



Address: Banica, Roxas City  
Contact Number: (036) 620 2371  
Email Address: [capiz@deped.gov.ph](mailto:capiz@deped.gov.ph)

## **SCHEDULE OF PROFILING:**

**8:00 AM - 12:00 NN**

**1:00 PM - 5:00 PM**

November 3, 2020 – SGOD

November 5, 2020 - SGOD/Security Personnel

November 9, 2020 - Administration Office

November 11, 2020 – Administration Office/Supply Office

November 13, 2020 – Administration Office/Cash Office

November 16, 2020 – Accounting Office

November 18, 2020 – Accounting Office/Budget Office

November 20, 2020 – Accounting Office/Budget Office

November 23, 2020 – SDS Office

November 25, 2020 – SDS Office/Legal Office

November 26, 2020 – CID/ALS

November 27, 2020 – CID/Records Section

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## DISINFECTION MIXING RATIO

**BLEACHING SOLUTION: 1 : 9**

**1 part Bleaching Solution to 9 parts of Water**

**e.g:**

**100 ml of Zonrox to 900 ml of Tap Water**



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