



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City

February 19, 2021

DIVISION MEMORANDUM
No. 036 s. 2021

**ALL TEACHERS SHOULD STAY IN THEIR STATIONS
DURING OFFICE HOURS**

**To: Assistant Schools Division Superintendent
Chief Education Program Supervisors, SGOD & CID
Public Schools District Supervisors
Heads of Public Secondary, Elementary and Integrated Schools
All other Concerned**

1. This is to announce to the field that all teachers should stay in their stations during office hours. No one should conduct any business or meeting not related to the nature of their work.
2. Those who are still in Alternative Work Arrangement (AWA), due to high risk of infection in a certain place teacher should stay in their respective homes.
3. Anyone caught loafing during the time of duty will be reprimanded and should made a proper explanation of his/her action.
4. For information and strict compliance.


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

Encl: As stated
Reference: None
To be indicated in the Perpetual Index
Under the following subjects:

COMMUNICATIONS

RULES AND REGULATIONS

GUIDELINES



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