



Republic of the Philippines
Department of Education
MIMAROPA Region
SCHOOLS DIVISION OF MARINDUQUE

Department of Education
Division of Marinduque
RECORDS SECTION
RELEASE
Name: 1157
Signature: [Signature]
Date: 4/28/21 Time: 11:26 AM

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

TO : OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, CID & SGOD
Heads, Division Administrative Services and Finance Services Sections
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

FROM:  **ELSIE T. BARRIOS, PhD**
Schools Division Superintendent 

SUBJECT: **CLARIFICATIONS AND ADDITIONAL INFORMATION TO DIVISION MEMORANDUM NO. 19, S. 2021 RE: DIVISION VIRTUAL ORIENTATION ON PROCUREMENT AND DELIVERY PROCESSES**

DATE : April 28, 2021

This is to inform the field of the following clarifications and additional information regarding the conduct of **Division Virtual Orientation on Procurement and Delivery Processes** per **Division Memorandum No. 19, s. 2021**:

1. Though it is encouraged that participants from the same school, cluster of schools or district will use one user account only in logging in to the link for the virtual orientation due to limited accounts that can be accommodated by google meet, this Office strictly orders that **those participants from areas which are under localized/ granular lockdown as well as those residing in high risk areas MUST attend the orientation at their respective home using the virtual platform.**
2. Participants who are not from high risk areas, and who attend virtually with other participants using a common user account are instructed to observe maximum health protocols which include the following:
 - a. At least 2-meter social distancing
 - b. Open space location
 - c. Use of facemask and face shield
 - d. Frequent use of alcohol to disinfect the hands
 - e. All other measures that will ensure safety and security
3. All personnel who attend any kind of activity **MUST** abide by all the guidelines issued by the Local and National IATF.

Immediate dissemination of this Memorandum is desired.