



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE OF ABRA**

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DIVISION MEMORANDUM  
No. 184, s. 2021

June 03, 2021

**CONDUCT OF THE BRIGADA OPISINA IN THE SCHOOLS DIVISION OFFICE**

To: Asst. Schools Division Superintendent  
Division Chiefs  
Units and section heads  
Schools Heads  
All others concerned

1. The Department of Education Schools Division of Abra is committed to ensure a safe and conducive workspace for its employees and personnel amidst the COVID 19 Pandemic as provided by DepEd Order 014, s. 2020 issued on June 25, 2020 stipulating that the health and safety of personnel are of utmost importance and must be protected at all times.
2. Pursuant to this directive, the SDO Abra will conduct the Brigada Opisina in the morning of June 4, 2021 to maintain the cleanliness and orderliness of all offices and to perform necessary disinfection of common workplaces in the afternoon.
3. Division personnel are permitted to wear their working clothes for said activity. They are advised to tidy their workspace accordingly and are allowed to go home after they have performed such duties. The Administrative Officer for administration shall ensure that the lobby, conference halls, toilets, stairs and other common workplaces are tidied. The chiefs of divisions and the respective units and section heads shall ensure that the personnel in their respective offices shall tidy their workstations.
4. All Division personnel shall Work from Home in the afternoon of June 4, 2021 to give way to the disinfection of all offices and are expected to bring home with them workload that is commensurate to the remaining working hours in the afternoon. They shall remotely facilitate the delivery of their office's services through various online platforms.
5. School heads of the different elementary and secondary schools, other education workers, partners and stakeholders are advised to transact with the respective SDO offices through the email addresses provided in Division Memorandum No. 136, s. 2021.
4. The supply office in coordination with other responsible offices shall ensure the availability of the cleaning and disinfecting materials and shall distribute the same to the respective offices following specific rules and procedures in procurement and requisition of supplies.



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5. The area of assignment of each division/unit/section is stipulated below. This is also to include the updating of the bulletin boards of their respective offices:
- a. Curriculum Implementation Division including LRMS and ALS
    1. Main Building Office Front Ground
    2. PSDS building and its vicinity
    3. Library hub and its vicinity
  - b. School Governance and Operations Division
    1. SGOD Building Front Ground
    2. Front of APTSCO
    3. Side Ground of the main building (Near Garage)
    4. Health and Nutrition Building Vicinity
    5. Facilitate the disinfection of all offices and common workplaces in the Schools Division Office
  - c. Office of the Schools Division Superintendent including Admin and Finance
    1. Main building second floor and third floor including conference halls and ground lobby
    2. Front of SDS quarter
    3. Side of main building (near guard house)
  - d. Utility and maintenance
    1. SDS Quarter
    2. Side and back of the Library Hub including the MRF and its vicinity
    3. Removal of outdated tarpaulins near the guard house
6. Immediate dissemination of and compliance to this memorandum are desired.

  
**BENILDA M. DAYTACA EdD, CESO VI**  
OIC Schools Division Superintendent

SGOD/SMN/jnp



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