



Republic of the Philippines  
Department of Education  
REGION II – CAGAYAN VALLEY  
SCHOOLS DIVISION OF TUGUEGARAO CITY

January 5, 2022

**DIVISION MEMORANDUM**

No. 004 s. 2022

**MANDATORY USE OF IGUARD DIGITAL LOGBOOK WITH CONTACT TRACING SYSTEM FOR DIVISION OFFICE PERSONNEL, CLIENTS AND VISITORS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
Chief Education Supervisor, School Governance and Operation Division  
All Public Elementary/Secondary School Heads/OICs  
All others concerned

1. The Division of Tuguegarao City is firm in its aim to elevate human resource management to a level of excellence through ensuring the safety and health of all its personnel. The Office recognizes the need to secure the workplace and has made the appropriate steps to prevent exposure and infection of personnel, clients and visitors regardless of vaccination status.
2. One of the health initiatives established by the Office is the installation of iGuard Digital Logbook with Contact Tracing System. It is a system application that provides automated contact tracing, data analytics, records attendance of employees and generate health declaration report. This contact tracing system shall be used by all employees, clients and visitors entering the Division Office.
3. The assigned officer of the day assists clients and visitors in using the application.
4. All information and details registered in the system by employees/clients/visitors shall be protected under the Data Privacy Law.
5. For queries and information, please contact Jayson Babaran, Information Technology Officer, Division of Tuguegarao City, CP# 09175780428.
6. This Memorandum shall take effect immediately.
7. For information, immediate dissemination and compliance.



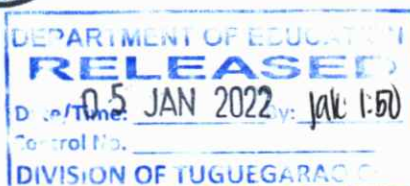
Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500

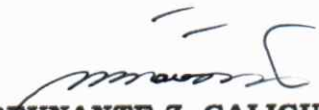
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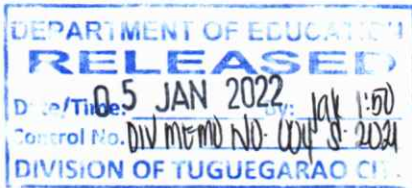
  
**REYNANTE Z. CALIGUIRAN**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Encl:  
Reference:

To be indicated in the Perpetual Index  
under the following subjects:

IGUARD                    ICT  
PROGRAM

*OsdS/jjb*



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