



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

28 June 2021


DIVISION MEMORANDUM

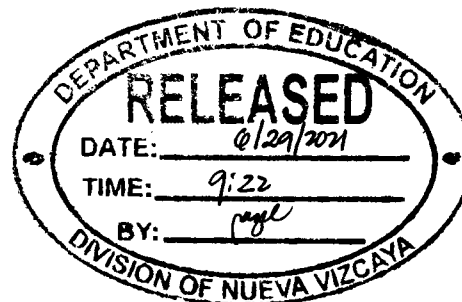
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**UTILIZATION OF iGUARD DIGITAL LOGBOOK SYSTEM FOR VISITORS
AND NON-SDO EMPLOYEES (TEACHING AND NON-TEACHING)**

To: Office of the Assistant Schools Division Superintendent
School Governance and Operations Division Chief
Curriculum Implementation Division Chief
Public Schools District Supervisors/District In-Charge
Public Elementary and Secondary School Heads
All others concerned

1. In compliance to Inter-agency Task Force Resolution No 101, s. 2021, duly reiterated by Division Memorandum No 60, s. 2021, all visitors and non-SDO employees are advised to utilize the use of iGuard Digital Logbook located in SDO front gate starting July 1, 2021 to minimize the physical contact on the commonly used physical logbook.
2. To use the system, please download the **“Digital Logbook-iGuard”** App in Apple App Store and Google Play Store and follow the in-app instructions and fill-up the required information including temperature.
3. Person in charge and/or security guard may assist the visitors/non-SDO employees on the use iGuard System.
4. For information, guidance, and compliance.


RACHEL R. LLANA PhD., CESO VI
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent



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