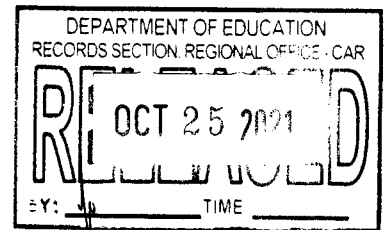




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



October 22, 2021

REGIONAL MEMORANDUM

No. **507.2021**

**MANDATORY USE OF CONTACT TRACING APPLICATION
FOR REGIONAL OFFICE CLIENTS AND VISITORS**

1. To facilitate contact tracing in the Regional Office during the pandemic due to the Covid-19 virus, the Office has adopted the use of a contact tracing system to be used by all employees and clients/visitors entering the Regional Office compound and offices.
2. Clients/visitors of the Regional Office from the Schools Division Offices, other Offices and the general public, are advised to do the following before visiting/entering the Regional Office to transact business:
 - a. download the iGuard Digital Logbook application thru Google Play Store/App Store and install in their mobile phones;
 - b. accomplish their profile in the same iGuard Digital Logbook App, generate the QR code and tap it to the QR code reader for the client/employee data to be registered in the system;
3. The data of clients/visitors/employees registered in the system shall be used by the Office for contact-tracing and security purposes only.
4. Clients may also transact business with the Regional Office thru car@deped.gov.ph.
5. This memorandum shall take effect immediately.
6. For information, guidance, and strict compliance.


ESTELA L. CARIÑO EdD, CESO III
Director IV/ Regional Director

FEV/ETA/eah



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