



**CENTRAL VISAYAN INSTITUTE FOUNDATION**  
Looc, Jagna, Bohol 6308

**Junior High School**  
**Distribution of Completion Certificates**  
**and Moving Up Picture-taking**  
**School Year 2020-2021**

**Procedure**

There will be three stations during the activity. Please familiarize yourself with each one of them.

**Station 1. Nurses' Control Point** [*Entrance of the Function Hall*]

Upon entering the function hall, everyone shall have his/her temperature checked and hands sanitized at the nurses' control point. Then, everyone shall sign on the attendance sheet before proceeding to the next station. [REMINDER: Wear face shield and face mask and bring your own pen.] Afterwards, proceed to the next station.

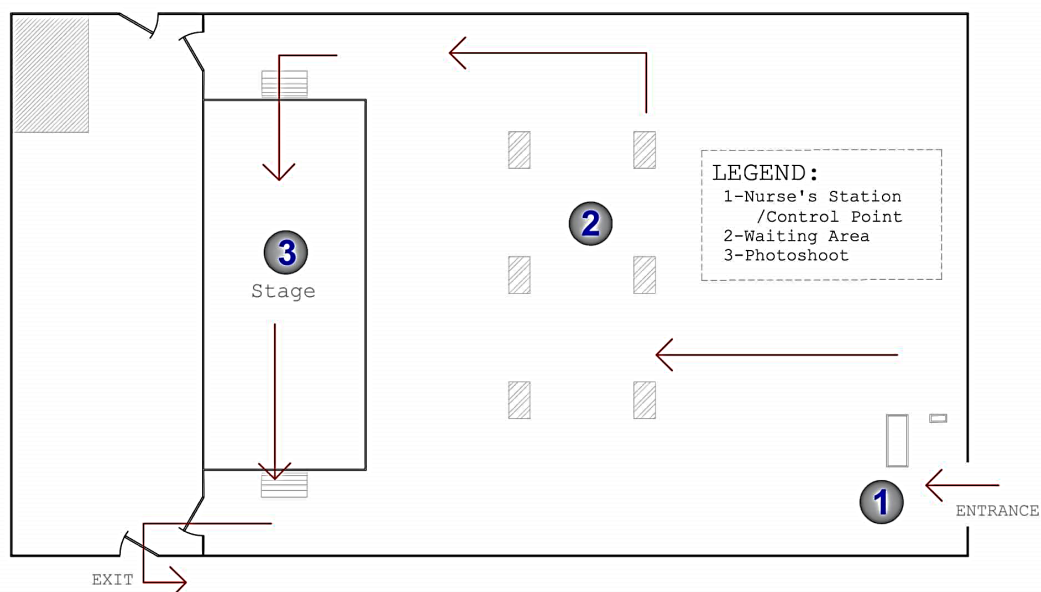
**Station 2. Waiting Area** [*At the center of the Function Hall*]

The student, together with his/her accompanying parent/guardian, shall stay seated in the assigned waiting area and wait for his/her name to be called by the assigned Junior High school faculty member before proceeding to the next station. [REMINDER: For male students, please have a proper haircut. For female students, please wear only light makeup and have your hair fixed.]

**Station 3. Moving-Up Receiving of Certificate and Medals and Picture-taking** [*Stage*]

Once called, the student shall get his/her Certificate of Completion and awards from the table located near the stage. [NOTE: The advisers will prepare individual envelopes for each student's certificate/s and medal/s. Envelopes, with the medals on top, should have already been alphabetically arranged on the long table for easy pickup.] The student and parent/guardian shall go up on stage and be given time for quick photo opportunities: 1 minute for the student's solo photo, holding the certificates and wearing the medal/s; and another 1 to 2 minutes for a photo with the accompanying parent/guardian.

Finally, both the student and accompanying parent/guardian shall descend from the stage, head for the exit door, and **leave the venue immediately.**



**FUNCTION HALL ROUTE**



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**Health and Safety Protocols**

Everyone shall be strictly guided by the following health and safety protocols:

- Upon entering the function hall, please have your body temperature taken with the thermal scanner, disinfect hands from the alcohol dispenser, and disinfect footwear on foot mat. (Those with body temperature above 37.5°C will not be allowed to enter.)
- Observe strict social distancing (at least 2 meters apart) inside and outside the hall. Mandatory use of face mask and face shield at all times must be imposed, except during the photo shoot time.
- Bring your own 70% Isopropyl alcohol or hand sanitizing gel. Self-disinfection should be done before entering and after leaving each station.
- Bring a bottle of water to avoid dehydration.