



DEPARTMENT OF EDUCATION

Region X-Northern Mindanao

DIVISION OF MALAYBALAY CITY

Sayre Highway, Purok 6, Casisang., Malaybalay City

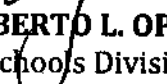
Email Address: depedmalaybalay@gmail.com; Official website: www.depedmalaybalay.net



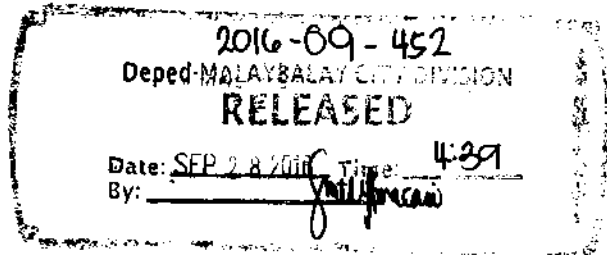
September 28, 2016

MEMORANDUM

TO : Chief Education Supervisors and Staff (SGOD and CID)
Section/Unit Heads and Staff
All Others Concerned

FROM : 
EDILBERTO L. OPLENARIA, CESO VI
OIC, Schools Division Superintendent

RE : **5S BIG SEISO (CLEAN-UP) DAY**



1. To ensure the cleanliness and orderliness of the Division Office, you hereby directed to participate the **5S Big (Seiso) Clean-up Day** on **September 29, 2016 (Thursday)**, to start at 8:00AM.
2. The cleaning work assignments are as follows:

Office area	Responsible Staff
School Governance and Operation Division Office	SGOD Staff
Curriculum Implementation Division Office	CID Staff
Second floor of SDO building	
SDS Office, SDS Receiving Area, ICT Office	SDS staff and ITO
Hallways, Terrace, Budget and Finance Office	Budget and Finance Staff
Ground floor of SDO building	
Hallway, AO Office, and stairs	Property and Supply Staff
Records Office, Entrance and Receiving and Releasing Area	Records Staff
Cashiering, Supply Office and Supply Extension Office	Cash Staff , Darvy Daguimol and Brayan Garces
Personnel Office and Personnel Stockroom	Personnel Staff
Personnel Extension Office	Personnel Staff
Office Surroundings	
Left side of the SDO building	Ivan Pojas
Right side of the SDO building including washing area	Lucilyn Cahucom
Front and Back of the SDO building including landscaping	John Daguinotas, Jeck Gantalao, Alvin Labata ,Cyndilbert Oplenaria, Jeck Gantalao, Benjie Lunsayan and Xian Alas
All CR's, Window & door glasses	Cliff Gimarangan

3. Further, you are advised to wear comfortable clothes and bring cleaning tools (e.g. rugs, bolos, etc.) during the Big Clean-up Day. All Section Heads are instructed to supervise the cleaning in their respective work area assignments.
4. For compliance.

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Records Section