



DEPARTMENT OF EDUCATION

Region X-Northern Mindanao

DIVISION OF MALAYBALAY CITY

Corner Don Carlos-Guingona St., City of Malaybalay

Contact Numbers: 813-2894, 221-4597

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



January 17, 2014

MEMORANDUM

TO : Promotional Staff
Section Heads
All Concerned Personnel
FROM : EDILBERTO L. OPLENARIA
Schools Division Superintendent
RE : 5S/BIG SEISO (CLEAN-UP) DAY

436
MALAYBALAY CITY DIVISION
RELEASED
Date: 1/17/14 Time: 1:21 PM
C: Anabelle

1. In preparation for the upcoming visit of Honorable Br. Armin A. Luistro, FSC, Secretary of the Department of Education, to attend the 1st Indigenous Peoples (IP) Youth Summit Back to Back with the Regional IP Education Advocacy Forum and Partnership Building on January 30, 2014 to be held at the Kaamulan Open Theatre, Malaybalay City, Bukidnon, this Office hereby schedules a 5S Big (Seiso) Clean-up Day on January 24, 2014 (Friday).

2. The cleaning work assignments are as follows:

Table with 2 columns: Office area, Responsible Staff. Rows include Ground floor of SDS Building, Second floor of SDS Building, Promotional Staff Building, Property and Supply Section, Finance Section, Health and Nutrition Building, and Office surroundings.

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
AO File

TO BE POSTED IN THE WEBSITE