



Republic of the Philippines
Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY

UNM 2020-01-011
DIVISION OF MALAYBALAY CITY
RELEASED
DATE: 16-2020
BY: [Signature]

MEMORANDUM

TO : Asst. Schools Division Superintendent
Chief Education Supervisor, CID and SGOD
Unit Heads & Staff
All Other Concerned

FROM : VICTORIA V. GAZO, PhD., CESO V
Schools Division Superintendent

DATE : January 15, 2020

SUBJECT: 5S Big Clean Up Day of the SDO Grounds

1. Consistent to the 5S Program, this Office hereby directs you to participate the Clean-up day of the SDO Grounds on January 24, 2020 starting 8:00 am based on your assigned area (enclosed herewith).

2. This activity aims to:

- Clean-up the SDO Grounds
- Sweep and remove all the waste materials found in the SDO Grounds
- Cultivate Plants

3. Further, you are advised to wear cleaning clothes and bring your own cleaning materials such as: broomstick, bolo, rake, sacks and among others, which can be used in the activity.

Encl: As stated

Cc: AO file

TO BE POSTED IN THE WEBSITE



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5S Clean-up Assignment

