



Republic of the Philippines  
**Department of Education**  
**REGION X - NORTHERN MINDANAO**  
**DIVISION OF MALAYBALAY CITY**

DM-2024-04-157  
 DEPED MALAYBALAY CITY DIVISION  
**RELEASED**

DATE: \_\_\_\_\_ Time: 2:13  
 By: APR 05 2024

4<sup>th</sup> April 2024

**Division MEMORANDUM**

No. 157, s. 2024

**CLEANING OF WORK STATION AND OFFICES**

**TO:** Assistant Schools Division Superintendent  
 Chief Education Supervisor, SGOD and CID  
 Public Elementary and Secondary Schools  
 All Others Concerned

**FROM:**  **CHERRY MAE L. LIMFACO-REYES**  
 Schools Division Superintendent

1. This Office hereby informs all Division Office personnel that the afternoon of Friday, March 5, 2024 is a scheduled cleaning of work stations. Personnel is expected to clean his/her own work station/table and division chiefs and heads of offices shall spearhead the conduct of cleaning in their respective offices and surrounding areas.
2. Additionally, tables should be free from unnecessary materials and should be well arranged before leaving the office. Offices are likewise expected from unnecessary documents otherwise deemed unimportant and no longer needed while school documents no longer needed by the office should be returned to the schools.
3. In this regard, everyone is required to bring necessary materials to accomplish this task.
4. For information and compliance.