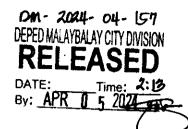


## Republic of the Philippines

## Department of Education region x - northern mindanao Division of Malaybalay City



4th 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. LIMPACO-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.