OFFICE MEMORANDUM

TO: OIC, Office of the Asst. Schools Division Superintendent
   Chief, SGOD
   OIC-Chief, CID
   Education Program Supervisors
   Public Schools District Supervisors
   Division Unit and Section Heads
   SEPS, EPS
   Other Non-Teaching Personnel
   All others concerned

FROM: DR. ROMMEL C. BAUTISTA, CESQ V
   Schools Division Superintendent

RE: HOUSEKEEPING DAY

Date: May 20, 2019

Associated with the conduct of Brigada Eskwela and in reiteration of Top Management’s call to all employees to observe good housekeeping to help promote a good image to the clients and partners and a conducive and safe workplace, the City Schools Division Office of Antipolo will have its Housekeeping Day on Friday, May 24, 2019, from 8:00 o’clock in the morning to 5:00 o’clock in the afternoon. This is also in preparation to the opening of School Year 2019-2020.

Anent to this, all SDO personnel are enjoined to participate to this office clean up activity observing the first 3s’ of Good Housekeeping: Sort, Set in Order, and Shine. The Division 7s Committee will collect documentation from each Divisions/Units/Sections relative to this activity to form part of the ISO official papers.

For your information and compliance.

UM s2019 s.2019
@01ADM-FBV

"EDUKASYONG TAPAT AT SAPAT PARA SA LAHAT”
New Bldg. - Sports Educational Hub, Sen. L. Sermulog Memorial Circle, Brgy. San Isidro, Antipolo City
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