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, CESO V
    Schools Division Superintendent

RE: GOOD HOUSEKEEPING

Date: May 20, 2019

Recognizing the success of the City Schools Division Office of Antipolo’s “Brigada Opisina” (Clean-Up Day) held last Friday, May 24, 2019, the Top Management would like to congratulate and thank everyone for actively participating to this activity.

Building on our initial accomplishments of attaining a clean, safe, and conducive workplace for our clients and ourselves, everyone is enjoined to observe the following:

1. Clean Desk Policy
   All SDO personnel must take time to clear up their tables/desks before leaving the office at the end of working day with all files secured and kept in their proper places.

   Other unnecessary stuff or personal effects on top of tables are discouraged.

2. Systematic Filing
   All are enjoined to keep a systematic filing in their respective work areas. Place files/folders in the steel cabinets, drawers, cabinets, and/or even boxes. A good filing routine indicates discipline which redounds toward work efficiency.

3. SDO Housekeeping Day
   Our regular Division housekeeping day is set every last Friday of the month.
SDO personnel are allowed to have working breaks (snack/lunch) in their work stations; however, everyone is responsible for cleaning up through proper disposal of garbage in the designated garbage bins (Biodegradable – green, non-biodegradable – yellow, and recyclable – red). All used utensils and plates MUST be immediately washed and kept well in appropriate storage areas. This is our personal responsibility.

Utility Personnel shall ensure that office premises are regularly cleaned on a daily basis.

Let us all do our share in keeping our City Schools Division Office 7's compliant.

For information and compliance.

UM-200 s. 2019
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