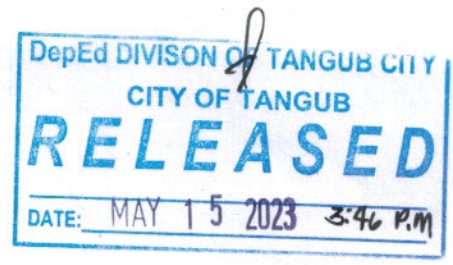




Republic of the Philippines  
**Department of Education**  
 Region X  
**SCHOOLS DIVISION OF TANGUB CITY**



May 08, 2023

**OFFICE MEMORANDUM**  
 No. 125, s. 2023


**REITERATION ON DIVISION OFFICE HOUSEKEEPING AND  
 GROUND MAINTENANCE**

**To:** Assistant Schools Division Superintendent  
 CID and SGOD Chief Education Program Supervisors  
 Education Program Supervisors  
 Public Schools District In- Charge  
 This Division

1. A clean and organized workplace is essential for the health, well-being, and productivity of employees. To ensure that our workplace is a healthy and safe place to work, regular clean-up activity is encouraged by this Office.
2. In line with this, all personnel in this division are responsible for the general upkeep and tidiness of our office premises every Friday from 3:30 to 4:30 in the afternoon effective May 12, 2023.
3. Moreover, specific area of responsibility is provided below.

Office Name	Specific Area
Curriculum Implementation Division and Public Schools District - In- Charge	back portion of the division office including the guest house (front and back)
School Governance and Operations Division, and BAC	in front of the division office
Accounting, Finance, Cash and Supply	left side of the division office from the guard house to the mango tree
Admin, Personnel, ITO, Records	outside the fence (front and left side in front of the library hub building

4. For guidance and immediate compliance.

  
**SHAMBAH A. ABANTAS-USMAN, PhD, CESE**  
 Assistant Schools Division Superintendent  
 OIC- Office of the Schools Division Superintendent



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