



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
Schools Division of Negros Oriental

INTER-OFFICE MEMORANDUM  
ADsR--IM-2023- 07

TO : **HEADS OF FUNCTIONING UNITS/SECTIONS**

FROM : **NERI C. OJASTRO, EdD, CESE**  
Schools Division Superintendent  
6/6/23

SUBJECT : **IMPLEMENTATION OF 5S APPROACH IN THE WORKPLACE**

DATE : June 06, 2023

1. In support to the implementation of the 5S in the workplace, the Records & Receiving Unit will be conducting a clean-up on June 10, 2023 by organizing its office as well as all records/documents that are stored in the Records Stockroom.
2. Those who have stuffs/documents not under the custody of the Records and Receiving Unit and are stored in the Stockroom are requested to retrieve them the soonest possible time. Stuffs not retrieved will be considered wastes and will be thrown away.
3. Full participation of each and everyone is encouraged.
4. Immediate compliance of this Memorandum is enjoined.

NCO/MKP-JMA-NLR/ADsR/tsd

07 JUN 2023



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