



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

**Office of the Schools Division
Superintendent**

MEMORANDUM

MLA-2023- 434

TO : IRYLL MAE MACAHIG, GERALDINE B. OLMILLO, NINONITO DIVINO,
TARA GAY S. DAPAT

FROM: **NERI C. OJASTRO EdD, CESE**
Schools Division Superintendent
Office of the Schools Division Superintendent

SUBJECT: **ADDITIONAL MEMBERS OF 5S COMMITTEE IN THE DIVISION OFFICE**

DATE: June 23, 2023

1. You are hereby informed of your functions as additional members of 5S committee in the division office, to wit.

SORT - Go through all the desks, shelves, cabinets, files, equipment, storage areas, etc. in the office and discard unnecessary items.

Member: **TARA GAY S. DAPAT**

SHINE – Green marketing is a practice whereby organizations seek to go above and beyond traditional.

Member: **NINONITO DIVINO**

SUSTAIN – Hold all-together cleaning sessions. Conducts monthly 5S inspections, audits and leads in the implementation of the awarding system of 5S.

Assistant Team Leader: **IRYLL MAE MACAHIG**

Member: **GERALDINE B. OLMILLO**

2. The additional members are expected to help perform activities leading to the successful implementation of 5S in the Office.

3. For strict compliance of all concerned.

SSP/MKP-JMA-NLR/OASDS-P/MKP
June 23, 2023

26 JUN 2023



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