



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- 377

TO : RACHEL B. PICARAL EdD, Chief, SGOD
REGINA CLARINA E. EMPESO EdD- SEPS, SM&N
KARLA P. ANTONIO- EPS II, SM&N
MARSHA D. RUIZ - SGOD
JERRY MAR VADIL – PDO I
JEYLENE E. CERAL – PDO I
DAE P. HABALO – SEPS, Planning & Research
KARL T. CREDO – Planning Officer III
FLORIE FE C. FONTANILLA – ADA VI
TEOFAN C. GALLOSA – EPS II

FROM : By authority of the Schools Division Superintendent

MARCELO K. PALISPIS EdD
Assistant Schools Division Superintendent
Office In-Charge

SUBJECT : **PREPARATION & ARRANGEMENT OF OFFICE IN COMPLIANCE WITH
THE 5S APPROACH TO SYSTEMATIC WORKPLACE ORGANIZATION**

DATE : June 1, 2023

1. The abovementioned SGOD personnel are requested to report to the Schools Division Office on June 3, 2023, Saturday, at 8 o'clock in the morning for the arrangement of the SGOD Office in compliance with the 5S approach.
2. Services rendered during weekends shall merit One ~~and one half day~~ ^{and one half day} Compensatory Overtime Credits upon submission of DTR and accomplishment report.
3. For guidance and compliance.



NCO/JMA-MKP-NLR/SGOD/RBP/rccc

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02 JUN 2023