



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division Office of negros oriental

**Office of the Schools Division
Superintendent**

MEMORANDUM
MLA-2023- 380

TO : IRYLL MAE S. MACAHIG, SEPS, HRDS
GERALDINE B. OLMILLO, EdD, SEPS-II, HRDS

FROM : By authority of the Schools Division Superintendent

MARCELO K. PALISPIS EdD
Assistant Schools Division Superintendent
Office -In-Charge
6/2/23

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

DATE : June 2, 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 a half day Compensatory Overtime Credits upon submission of DTR and accomplishment report.
3. For the information and guidance of all concerned.

NCO/JMA-MKP-NLR/SGOD/RBP/imgm
June 2, 2023



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05 JUN 2023