



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- 393

TO : **TARA GAY S. DAPAT, AO IV (RO II)**
ANTONIO RICARDO DURAN, ADA I
FRANCISCO PIÑERO, ADA I
EVA MAY C. VILLEGAS, ADAS III

FROM : By the Authority of the Schools Division Superintendent:

MARCELO K. PALISPIS, EdD

OIC-Office of the Asst. Schools Division Superintendent
Office In-Charge

6/8/23

SUBJECT : **APPLICATION OF THE 5S METHOD IN THE WORKPLACE**

DATE : June 8, 2023

1. In support to the application of the 5S method in the workplace, the concerned personnel are directed to report on June 10, 2023, Saturday to do a clean-up and to organize the documents/records in the Records and Receiving Unit as well as in the Records Stockroom.
2. Per CSC & DBM Joint Circular NO. 2, s. 2004, "Non-monetary Remuneration for Overtime Services Rendered," services rendered beyond regular working hours, and/or rendered on Saturdays, Sundays, Holidays or scheduled days off without the benefit of overtime is entitled to Compensatory Time Off. Services rendered shall merit a 1 and ½ days subject to the submission of DTR and accomplishment report.
3. For information, guidance and compliance.

NCO/MKP-JMA-NLR/ADsR/tsd

08 JUN 2023



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