



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- 344

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

FROM: By Authority of the Schools Division Superintendent

**MARCELO K. PALISPIS EdD, JD**  
Assistance Schools Division Superintendent  
Office – In- Charge

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

DATE: June 9, 2023

1. The abovementioned SGOD personnel are requested to report to the schools Division Office on June 10, 17, & 24, 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/RBB/imsrn



09 JUN 2023



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