



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- 416

TO : **Jian A. Diaz, AO IV**
Gemmalyn B. Villarejo, AO II
Analou G. Saga, AO II
Jason A. Fermiza, AO II
Mae An A. Suasin, AO II
Marnie S. Cabano, ADAS III
Alijane Mae A. Duhaylungsod, ADAS III
Emmaida B. Saguran, ADAS III
Josephine Elvie R. Mangroban, ADAS III
Jonalyn E. Cuenca, ADAS III
Irish Mae B. Belen, ADAS III
Rhea P. Hernandez, ADAS III
Junica Stephanie N. Currell, ADAS II
Christin F. Camacho, ADAS II
Felix E. Sayre, Jr., ADAS II
Marie Stephanie A. Alcalá, ADAS I
Arianne Montecino, ADA VI
Eugenio M. Miñoza, ADA I
Rhubert Joy D. Alquerro, ADA I

FROM : 
NERI C. OJASTRO, EdD CESE
Schools Division Superintendent

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

DATE : **June 16, 2023**

1. The abovementioned Human Resource Management Unit (HRMU) personnel are requested to report to the Division Office on June 17, 24 & 28, 2023, at 8 o'clock in the morning to organize documents, clean and arrange the HRMU office in compliance with the 5s implementation.
2. Services rendered during weekends and holidays shall merit 1.5 days Compensatory Overtime Credits upon submission of DTR and accomplishment report.
3. For information, guidance, and compliance.

SPP/NLR/AdsP/LBY/jad



Address:Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.:(035)225-2838 / 225-2376 / 422-7644
Email Address:negros.oriental@deped.gov.ph

16 JUN 2023