MEMORANDUM

TO: ALL CONCERNED

SUBJECT: OBERVANCE OF 5S AND CLEAN-UP ACTIVITY

DATE: January 8, 2020

Please see attached Memorandum dated January 3, 2020, signed by the Acting City Administrator / City Personnel Officer, JANET S. OBISPO, content of which is self-explanatory.

Immediate and wide dissemination of this Memorandum is desired.

SHERYLL T. GAYOLA
Education Program Supervisor
Officer-In-Charge
Office of the Schools Division Superintendent

Maka-Diyos, Makatwo, Makakalikasan at Makabansa
MEMORANDUM

FOR : All Concerned

SUBJECT : Observance of SS and Clean-up Activity

For the information and guidance of all city officials and employees, all departments/offices are requested to strictly implement and observe the clean-up drive of the City. Relative to this, we are reiterating Executive Order No. 002, s. 2014 re: Implementation of the SS (Good Housekeeping) Program in the City Government. The same SS practices shall be continued to organize work areas, keep rules and standards and maintain the discipline needed in the workplace.

All heads of department/office shall be responsible for the proper dissemination of this memo to all employees under their jurisdiction.

JANET S. OBISPO
Acting City Administrator/
City Personnel Officer