



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY

Shoe Ave., Sta. Elena, Marikina City
+63 (02) 682-2472 / 682-3989 (CID) / 508-6113 (SGOD)
<https://depedmarikina.ph> / (email) sdo.marikina@deped.gov.ph



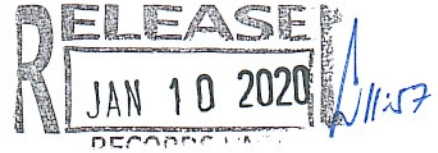
MEMORANDUM

TO : ALL CONCERNED

SUBJECT : OBERVANCE OF 5S AND CLEAN-UP ACTIVITY

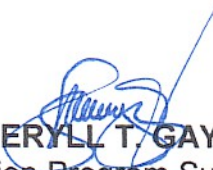
DATE : January 8, 2020

DIVISION OF CITY SCHOOLS
MARIKINA



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



Republic of the Philippines
CITY OF MARIKINA

Office of the City Administrator

03 January 2020

MEMORANDUM

FOR : All Concerned
SUBJECT : Observance of 5S and Clean-up Activity

SCHOOLS DIVISION OFFICE
Marikina City
RECORDS UNIT

RECEIVED

JAN 07 2020

Date: _____

Time: _____

Time: _____


By: _____

Handwritten signature in blue ink, appearing to be 'SM'.

X-----X

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 5S (Good Housekeeping) Program in the City Government.** The same 5S 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