May 24, 2019

MEMORANDUM TO:

Chief Education Supervisors, SGOD and CDD
Elementary/Secondary School Heads
Division Administrative Staff/Personnel
Public Schools

REITERATION OF EXECUTIVE ORDER NO. 002 s. 2014 (GOOD HOUSEKEEPING)

Please find the enclosed memorandum from the City Personnel Office on the same subject matter, the content of which is self-explanatory.

This Office is already implementing the SS (Good Housekeeping Program) prior to ISO Certification. The field is expected to do the same and abide with Executive Order No. 002, s. 2004. Please submit inventory of all unserviceable properties to the Division Supply Office for proper disposal.

For compliance.

JOEL T. TORRECAMPO
Officer-in-Charge
Office of the Schools Division Superintendent

Maka-Diyo, Makatipon, Makakalikasan at Makahalulu
22 May 2019

MEMORANDUM

FOR: All City Officials and Employees

SUBJECT: Reiteration of Executive Order No. 002, s. 2014 (Good Housekeeping)

It has been observed that a lot of unnecessary/unwanted files/papers/things are piling up in our respective offices which is unpleasant to look at and causes lack of working space. 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.

The following are the different tasks to be done immediately:

a. PHYSICAL CLEAN-UP
   - Individual drawers
   - Office equipment (computers, etc.)
   - Airconditioner (external and filter only)
   - Floors, walls, ceilings, windows, cabinets, etc. (top to bottom)
   - Pantry (if any)
   - Office furniture

b. DOCUMENTS/FILES CLEAN-UP
   Identify documents that have to be:
   - Disposed (throw as ordinary garbage)
   - Sorted for further storage/transfer to warehouse
   - Retained at the office files

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

JANET S. OBISPO
City Personnel Officer

ADRIAN C. SALVADOR
Acting City Administrator