November 19, 2019

MEMORANDUM TO:

OIC, Office of the Asst. Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Elementary and Secondary School Principals
Officers-in-Charge
Division Unit Heads
Public Schools

REITERATION: EXECUTIVE ORDER NO. 002, S. 2014

Attached is a Memorandum from the Office of the City Administrator dated November 15, 2019 re: Implementation of the 5S (Good Housekeeping) Program in the City Government, content of which is self-explanatory, for information and strict compliance.

Special attention is invited to paragraph 2 of the said Memorandum.

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, Makatao, Makakalikasan at Makabansa
15 November 2019

MEMORANDUM

FOR : All City Officials/Employees

SUBJECT : Reiteration: Executive Order No. 002, S. 2014

The City Government is expecting some visitors next week and all departments/offices are reminded of 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 departments/offices must be ready for the Mayor’s inspection on Tuesday, 19 November 2019.

Hereunder are the different tasks to be accomplished immediately:

a. PHYSICAL CLEAN-UP:
   - Individual drawers
   - Office equipments (computers, etc.)
   - Airconditioner (external & filter only)
   - Floors, walls, ceiling, windows, cabinets, etc. (top to bottom)
   - Pantry (if any)
   - Office furnitures

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

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

JANET S. OBISPO
Acting City Administrator/
City Personnel Office

Marikina City Hall, Shoe Ave., Brgy. Sta Elena, Marikina City 1800
Tel. Nos.: 646-1634; 682-9281
Email add: mayorsoffice@marikina@yahoo.com