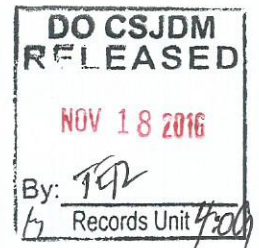




Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte



website: www.depedcsjdm.webs.com / e-mail: deped_csjdm@yahoo.com / telefax:

November 18, 2016

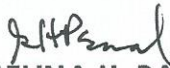
DIVISION MEMORANDUM

No. 236 s. 2016

**5S OF GOOD HOUSEKEEPING, RECORDS MANAGEMENT
AND SOLID WASTE MANAGEMENT**

TO: Assistant Schools Division Superintendent
Division Chief
All Education Program Supervisors
All Public Schools District Supervisor
All Unit/ Section Heads and Officers
All Senior and Education Program Specialist
All Administrative Staff
All Other Concerned Personnel

1. The City Schools Division, City of San Jose del Monte will conduct the "5S of Good Housekeeping, Records Management and Solid Waste Management" on December 16, 2016 at the Division Library Hub, San Ignacio St., Poblacion, City of San Jose del Monte.
2. The seminar aims to:
 - a. train the participants on the systematic approach to organize work areas, and maintain the discipline needed to do the job;
 - b. utilize the workplace organization, work simplification techniques and records management system to make the work easier, faster, cheaper, safer and more effective; and
 - c. inform the participants on different types of garbage and its proper segregation and disposal.
3. Participants to this activity are all Division Office personnel.
4. Wide dissemination of this memorandum to all concerned is enjoined.


GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent,

5 S of GOOD HOUSEKEEPING, RECORDS MANAGEMENT AND SOLID WASTE MANAGEMENT
December 16, 2016 @ Division Library Hub - DepEd San Jose del Monte City

7:30-8:00am **REGISTRATION**

8:00-8:30am **National Anthem**

Prayer

Welcome Remarks

MR. URCESIO SEPE
Education Program Specialist
MR. EMMANUEL DE MESA
Education Program Supervisor
SDS GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent

SEMINAR PROPER:

8:31-10:00am **5S of Good Housekeeping**

MA. JIMIA T. CADIZ
Administrative Officer V

10:01-10:15am **BREAK**

10:16-12:00nn **Records Management: Creation, Maintenance and Disposition**

MA. SOCORRO M. DE GUZMAN
Administrative Officer IV

12:01- 1:00am **LUNCH BREAK**

1:00pm - 3:00pm **Solid Waste Management**

ENGR. THELMA S. BAUTISTA
Head, CENRO

3:01pm **BREAK**

3:15pm **CLOSING**

Prepared by: -



MA. JIMIA T. CADIZ
Administrative Officer V