



Republic of the Philippines  
**Department of Education**  
Region VII – CENTRAL VISAYAS  
**SCHOOLS DIVISION OF BOHOL**

**Office of the Schools Division  
Superintendent**

**MEMORANDUM**  
**MLA-2023 - 030**

**TO : MRS. TEODOMERA A. BERSALUNA**  
**Administrative Officer II**

**FROM : BIANITO A. DAGATAN EdD., CESO V**  
**Schools Division Superintendent**

**SUBJECT : DESIGNATED AS ASSISTANT TO THE GSO HEAD IN ADDITION TO**  
**THE ACTUAL DUTIES AND FUNCTIONS IN THE HR OFFICE**

**DATE : February 1, 2023**

In the exigency of the service and to maximally provide the services expected of by our clients in the field and to response immediately the need of the general services, you are hereby designated as assistant to the head of General Services Office under the Administrative Services Section in addition to your present function in the HR Section.

To achieve the effective and efficient delivery of services, you are hereby advised to oversee the cleanliness and occupational safety of different offices in SDO and assist the GSO designated Head of the following functions:

- Assist to formulate measures and enforce general services policies and provide technical assistance to ensure the delivery of basic general services;
- Maintain and supervise janitorial services the cleanliness and orderliness of office premises;
- Supervise security guards for safety and secure of facilities and personnel
- Facilitates the facilities maintenance standard of Office buildings, grounds, electrical, plumbing, air-conditioning units and other electronic equipment and vehicle services to efficiently address minor defects for improvement/replacement or repairs.

Coordinate to the Designated GSO Head of any actions/recommendations for proper implementation.

Please be guided accordingly.

Copy Furnished:

- All Section Heads

SDS/ASDS/ADMIN/fma

