



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

**Office of the Schools Division
Superintendent**

INTER-OFFICE MEMORANDUM
IOM-2023 024

TO: SDO Proper Personnel

FROM: EVANGEL M. LUMINARIAS PhD, CESO V
Schools Division Superintendent

SUBJECT: OPLAN OPISINA IN CONSONANCE TO BALIK ESKWELA PROGRAM

DATE: AUGUST 7, 2023

1. With reference to DepEd Order No. 21, s. 2023 on Brigada Eskwela Implementing guidelines, this Office announces the simultaneous conduct of Brigada Opisina on August 14-18, 2023 within our office premises particularly at the storage area at the ground floor.
2. The objective of this activity is to promote better, cleaner and healthy working environment and improve the working condition of all our employees in SDO proper. Thus, all personnel are encouraged to contribute their time, efforts, and resources to ensure the cleanliness and orderliness of Schools Division Office and the positive support to the implementation of 5s records and filing system.
3. Expected participants are encouraged to bring their own available cleaning materials, while other available materials for the activity shall be provided by the Supply Office.
4. Attached to this Memorandum is the schedule and assignment of area to avoid crowding of people.
5. For widest dissemination and strict compliance.

SDS/ASDS/ADMIN/fma



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TIME AND AREA OF ASSIGNMENT

TIME	OFFICE	AREA & WORK OF ASSIGNMENT
Activity shall be done everyday to start at 3 PM onwards on August 14-18, 2023	GSO	BACK AND LEFT SIDE OF THE BUILDING
	ICT & SDS	ALL UNNECESSARY CABLES/WIRINGS AT THE RIGHT SIDE OR OTHER AREAS WITHIN THE BUILDING SHALL BE REMOVED
	ACCOUNTING & BUDGET	STORAGE AREA AT THE BASEMENT
	CASHIER	STORAGE AREA AT THE BASEMENT
	PROPERTY AND SUPPLY	STOCKROOM AT THE BASEMENT
	SGOD WITH MEDICAL AND PHYSICAL FACILITIES	SGOD STOCKROOM FORMERLY PHYSICAL FACILITIES OFFICE AT THE BASEMENT
	RECORDS	ARCHIVES ROOM AT THE BASEMENT
	LRMDS & CID	LR PRODUCTION CENTER AT THE BASEMENT
	CASHIER	CASHIER'S STORAGE AREA AT THE BASEMENT
	ASDS, LEGAL AND BAC RECORDS	FORMERLY OFFICE OF THE BAC SECRETARIAT AT THE BASEMENT
	ADMINISTRATIVE/HRMO INCLUDING PROVIDENT FUND AND ICT	PORTION OF FORMERLY PMU OFFICE AT THE BASEMENT
	PAYROLL	FORMERLY COA OFFICE AT THE BASEMENT