

Republic of the Philippines

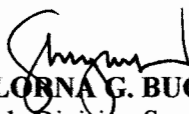
DepED
DEPARTMENT OF EDUCATION

Region I
SCHOOLS DIVISION OFFICE
DAGUPAN CITY

RELEASE
DEFED
DATE: _____
BY: _____

MEMORANDUM

TO: ALL SDO ISO QMS TEAMS and MEMBERS
Chiefs of the SGOD and CID

From: 
DR. LORNA G. BUGAYONG, CESO VI
Schools Division Superintendent

Date: May 24, 2018

Subject: **SDO BRIGADA/7S HOUSEKEEPING**

- 1) Relative to the forthcoming Internal Quality Audit of the Schools Division Office and alongside the Kick Off of the Brigada Eskwela amongst our schools, all SDO personnel are herein instructed to clean and perform necessary housekeeping of their offices, including labelling of files and other records starting tomorrow, May 25, 2018, onwards.
- 2) The 7S Team will be inspecting the various units and offices as well as the Guard House and other facilities of the SDO for audit of work environment.
- 3) Top management will be reviewing report by the 7S Team immediately for any actions needed.

For your information and compliance