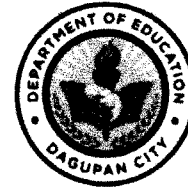


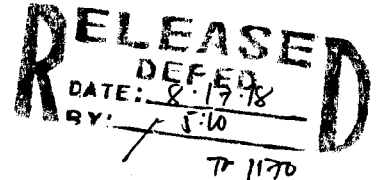


Republic of the Philippines
DEPARTMENT OF EDUCATION
Region I
SCHOOLS DIVISION OFFICE
DAGUPAN CITY



Division Memo No. 292 s. 2018

To : **Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
All SDO Personnel
School Heads/Principals/Teachers (Public elementary and secondary)
All Other Concerned**



From : **Office of the Schools Division Superintendent**

Date : **August 17, 2018**

Subject: **SUSTAINING/MAINTAINING CONDUCTIVE ENVIRONMENT IN SCHOOLS AND OFFICES**

1. As an ISO-Certified Schools Division Office, "our dear SDO reigns with humility and grandeur," (SDO Dagupan City March) thus, we adhere to continuous improvement in all aspects – physical, intellectual, social, emotional, spiritual, and others that pertain to holistic development.
2. We have launched the 7S Program as a means of sustaining a conducive and spic-n-span workplace. All are enjoined to work as a team in maintaining cleanliness and orderliness in all the offices, schools, nooks and corners.
3. Everyone is thus, encouraged and instructed to come up with "Clean as you go" and "Work while you clean" practices and advocacies. For one thing, each teacher or employee can wash the dishes right away after eating, so that kitchen sinks are not clogged and are free from cockroaches, ants, and even rats which can cause diseases.
4. All schools and offices are encouraged to come up with innovations in sustaining and maintaining conducive environment, document such practices or initiatives and be able to share them with us and with others. Reports and documentaries on best practices and innovations shall be submitted to this Office until September 10, 2018.
5. For information, guidance and compliance.


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