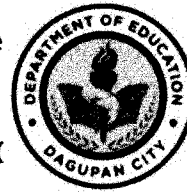


Republic of the Philippine
DEPARTMENT OF EDUCATION
 Region I
SCHOOLS DIVISION OFFICE
DAGUPAN CITY



Division Memo No. 354 s. 2019

To : **All SDO Officials & personnel**
Division Field Staff (School Heads)

From : *Maria Celia Juno-Fernandez*
MARIA CELIA JUNO-FERNANDEZ, Ed. D. MDM-SEC
Schools Division Superintendent

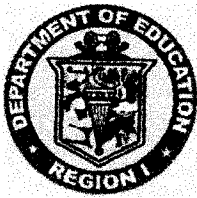
Date : **October 2, 2019**

Subject: **HOUSEKEEPING MANAGEMENT RULES & REGULATIONS**

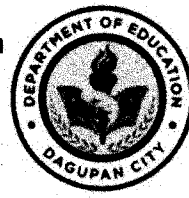
RELEASE
DEPED
 DATE: 10/16/19
 BY: 5639

DEPED
RECEIVED
 DATE: 10-16-19
 TIME: 3:09 PM
 REYNANTE B. INFANTE
 IT OFFICER

1. Since SDO-Dagupan City is ISO-Certified and that our processes are of international standards, it is necessary that we observe proper housekeeping management.
2. Proper housekeeping management provides for an orderly arrangement of procedures, equipment, facilities, supplies and waste materials. Good housekeeping reduces stress, injuries, illness and promotes positive behaviors, habits and attitudes.
3. Thus, all communications coming from the field must be properly **RECEIVED** and **RELEASED** at the Records Section, not by or from any unit, division or office. The Records Officer shall distribute the memos, issuances and communications received to concerned SDO official or personnel, division, unit, section or Office.
4. Just the same, the SDO Ticketing System applies in all transactions.
5. All memos/communications, reports and proposals, approved by the Schools Division Superintendent/Assistant Schools Division Superintendent shall be forwarded to the Records Section (RS) for **RELEASING** and RS shall provide a copy to ITO for dissemination through the division website. School heads/liason officers shall submit and pick up their documents, reports, approved requests/proposals & records at the Records Section.
6. All schools should have liaison officers who are non-teaching personnel because teachers are not allowed to do liaising to avoid sacrificing their classes. If there is no qualified liaison officer, the school head shall act as one. No teacher shall be assigned as liaison officer.
7. Flow of reports/communications and documents flow checklist per unit/section/division are herewith for the following: (See attachments)
 - CID – LRMS, Instructional Management Section, District Instructional Supervision
 - SGOD – HRDS, SME, Soc Mob, Planning & Research, YFU, GAD, DRRM, EFU, Medical & Dental Unit
 - OSDS – Procurement, Accounting, Budget, Cashier, Administrative Office –HR/Personnel, Records, Legal, and ICT
8. Reports should follow uniform templates, size of paper (A4), letterheads, text Font (Arial), size (11) and Title (14) format.
9. Print in ALL CAPS the names of signatories with proper identification, title, designation or position. Just put the highest and recent degree after the name of the signatory.
 Ex. LOURDES D. SERVITO, Ed. D., CESE
10. Schools are now clustered into six (6); Cluster 1-5 for public schools and Cluster 6 for private schools. (List of schools per cluster is attached, with their respective Cluster Heads and assigned Public Schools District Supervisors (PSDSs). The new clustering is effected for faster facilitation & submission of reports.
11. All school heads are hereby directed to strengthen their respective school-based in-house sports program to prepare our athletes for the upcoming R1AA.



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



Cluster 1

Cluster Head: Markconi F. Taroma

- 1) SUIT ES
- 2-3) Pugaro IS (ES/HS)
- 4) Salapingao ES
- 5) Salapingao NHS
- 6) Lomboy ES
- 7) T.A.R.E.S
- 8) Calmay ES
- 9) Carael ES
- 10) CNHS

Cluster 2

Cluster Head: Maricris P. Ferrer

- 11-12) FNCIS (ES/HS)
- 13) LMFES
- 14) BBNHS
- 15) BBES
- 16) North Central ES
- 17) GGD PES
- 18) Sabangan ES
- 19) BLISS ES

Cluster 3

Cluster Head: Ma. Rita Teresa V. Riñoza

- 20) Victoria QZES
- 21) Pantal ES
- 22) Bolosan ES
- 23) Salisay ES
- 24) Mamalingling ES
- 25) JJDVSTVSS
- 26) Tambac Es

Cluster 4

Cluster Head: Marisel M. Gatchalian

- 27) Mangin ES
- 28) Tebeng ES
- 29) Caranglaan ES
- 30)-31) ECIS (ES/HS)
- 32) Bacayao Sur ES
- 33) Pascual GVES
- 34) Lasip Grande ES
- 35) Pogo Lasip ES
- 36) Juan L. Siapno ES

Cluster 5

Cluster Head: Willy U. Guieb

- 37) Malued ES
- 38) DCNHS (JHS/SHS)
- 39) Lucao ES
- 40) WCES I
- 41) WCES II
- 42) Juan P. Guadiz ES

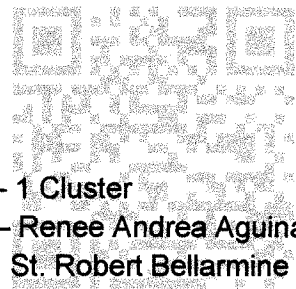
Cluster 6

Private Schools – 1 Cluster

PSPL President – Renee Andrea Aguinaldo
St. Robert Bellarmine

Management
System
ISO 9001:2015

www.tuv.com
ID 9108650037



PSDS per Cluster

- Cluster 1 – Dr. Debbie C. Gan & Dr. Jaime C. Siapno
Cluster 2 – Dr. Alicia B. Quimboy & Dr. Rowena O. Lapaan
Cluster 3 – Dr. Ronie D. Bonao & Dr. Ophelia Q. Vergonia
Cluster 4 – Dr. Leonarda J. Manansala & Dr. Jane T. Cajayon
Cluster 5 – Dr. Isabelita N. Daroya & Dr. Perpetua V. Barongan