DIVISION MEMORANDUM

No. 176, series of 2017

TO: FRANCIS JUDE D. ALCOMENDRAS
Administrative Officer V

Attention: Masaripe Onggo
Ricardo Vendola
Waben Dimsoy
Romeo Jairal
Administrative Aide I

FROM: DEE D. SILVA, DPA, CESO VI
Schools Division Superintendent

SUBJECT: MAINTENANCE AND UPKEEP OF DIVISION OFFICE GROUNDS

DATE: March 13, 2017

1. It has been observed that the premises of the Schools Division Office are not kept clean and orderly: arrangements and alignment of stones and potted plants. Littered garbage and hanging grasses are not disposed properly. Grasses are not regularly trimmed.

2. With all these observations, you are hereby directed to keep the grounds clean and maintain the orderliness of our premises for a pleasant outdoor environment.

3. Please coordinate with Mary Glor D. Tabanao, the EPS-In charge of the cleanliness and beautification of this Division Office.

4. For strict compliance.