



Office of the City Schools
Division Superintendent

Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City




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DIVISION MEMORANDUM

No. 176, series of 2017

TO: **FRANCIS JUDE D. ALCOMENDRAS**
Administrative Officer V

Attention: **Masaripe Onggo**
Ricardo Vendiola
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 re: 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.

DepEd Schools Division of Digo

