

08502 - 2020

DATE: AUG 05 2020



Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

05 AUGUST 2020

Division MEMORANDUM
No. 280 , s. 2020

2020 BRIGADA OPISINA

To: All Personnel
This Division

1. The Social Mobilization and Networking Section of the School Governance and Operations Division (SGOD) shall conduct Brigada Opisina 2020 on August 17, 2020.
2. All division personnel are enjoined to participate on the following activities:
 - a. Fifty (50) percent of the personnel in each office shall do the '5 S' in respective offices while the other 50 % will do the ground cleanup.
 - b. Personnel of SGOD and CID shall take their stored materials and documents at the room beside the COA Storage (3rd Floor) since the room will be utilized as the Division Multimedia Hub.
3. All personnel are advised to observe all health protocols set by the School Health Section and the IATF.
4. For widest dissemination, guidance, and immediate compliance.

JOSITA B. CARMEN, CESO V
Schools Division Superintendent

Encl.: Working Committees
under the following subjects:
Multimedia

ASM//DM-MEMO
280 /August 5, 2020





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Enclosure No. 1

Working Committees

Program and Invitation	: SOC. MOB. c/o ALEX S. MISTULA SEPS
Meals and Snacks	: BUDGET OFFICE c/o DANTE A. GRUMO Supply Officer
Observance of Health Protocols	: SCHOOL HEALTH SECTION c/o DR. ANDREW ANTHONY A. LUMANG Medical Officer III
Monitoring of 5 S	: c/o REGINA EUANN A. PUERTO Education Program Supervisor
Waste Disposal	: ANCILLARY SERVICES (ADMIN) c/o SHIRLENE E. CRABAJALES Administrative Officer V
Documentation (Photography and Videography)	: YOUTH FORMATION c/o VON JASON A. CASA, PDO I GLEE CRIS S. URBIZTONDO, PDO I





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AREA ASSIGNMENT FOR GROUND CLEAN-UP

Front (From Capitol roadside down to the parking area)	- OSDS and OASDS
Front (From parking area to the left wing of the division ground)	- Accounting
Left Wing of the division ground	- IT, Legal and Budget
Back of the division ground	- Admin: (Personnel, Supply, Cashiering, Records, PSB)
Proposed Division Multimedia Hub	- SGOD and CID

Note:

Personnel who will take charge in cleaning their respective offices shall include adjacent areas like lobby, walkway, etc.

