



## MEMORANDUM

TO: Assistant Schools Division Superintendent  
OIC, Office of the Assistant Schools Division Superintendent  
Chief, CID and OIC Chief, SGOD  
Administrative Officer V  
SDO Personnel  
All Concerns

FROM:   
**CHERRYLOU D. DE MESA**  
OIC, Schools Division Superintendent

SUBJECT: **OFFICIAL AREAS OF ASSIGNMENT OF THE SELECTED  
SDO PERSONNEL**

DATE: July 29, 2016

With the aim of continuously improving the corporate ambiance as well as to maintain the cleanliness and orderliness of the office, please be informed of the official areas of assignment of the selected Division Office Personnel :

NAME	AREA OF ASSIGNMENT
Nestor A. Caringal	<ul style="list-style-type: none"><li>• Front, back and side area of the Main Building including the fence</li><li>• Back area of the Main Building in front of the COA Office</li></ul>
Mario N. Ulanimo	<ul style="list-style-type: none"><li>• Back area of the COA Office until the back of the Library Hub</li><li>• All the plant boxes</li></ul>
Jessica Cailing	<ul style="list-style-type: none"><li>• Office of the Schools Division Superintendent</li><li>• Office of the Assistants Schools Division Superintendent</li><li>• Office of the Curriculum and Implementation Division</li></ul>
Melinda Ulanimo	<ul style="list-style-type: none"><li>• Office of the Administrative and Personnel Services</li><li>• Office of the Budget and Finance Services</li><li>• Office of the School Governance and Operations Division</li></ul>
Efren Gaytano*	<ul style="list-style-type: none"><li>• Main Lobby</li></ul>

\*In addition to the security services being provided

### Duties and Responsibilities

- Ensure the cleanliness and orderliness of the assigned area.
- Cleans and services restrooms.
- Sweeps vacuums and mops floors and stairways.
- Dusts such items as blinds, furniture, file cabinets and windows.
- Maintains an inventory of cleaning and toiletry supplies.
- Determines appropriate cleaning materials, supplies, tools, and equipment needed to accomplish job.
- Cleans grounds and parking lots of litter, glass and other debris.
- Perform trimming of grass
- Makes recommendations for repair and improvements to buildings, grounds, and equipment thru the Building Administrator.

The Division Administrative Officer must closely oversee the performance of their duties.

For your information, guidance and strict compliance.