



August 03, 2017

DIVISION MEMORANDUM

NO. 225, s. 2017**OFFICIAL AREAS OF ASSIGNMENT OF THE SELECTED
SDO PERSONNEL**

TO: OIC-Assistant Schools Division Superintendent
Chief, CID and OIC Chief, SGOD
SDO Unit Heads
SDO Personnel
All Concerned

1. 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">• Front, back and side area of the Main Building including the fence• Main lobby• Office of the Records and ICT• Office of the Administrative and Personnel Services• Office of the Budget and Finance Services
Ramil J. Duclay	<ul style="list-style-type: none">• Garden beside the Medical Section and back of Library Hub• All plant boxes• Back area of the COA Office
Jessica S. Cailing	<ul style="list-style-type: none">• Office of the Schools Division Superintendent• Office of the Assistants Schools Division Superintendent• Office of the Curriculum and Implementation Division• Simple clerical works in OSDS, ASDS and CID
Marissa L. Jacob	<ul style="list-style-type: none">• Comfort rooms in the Lobby, Bulwagang Tanglaw, Office of the AO V, Office of the Schools Division Superintendent, and Office of the Records Unit• Silid Ugnayan & Library





Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
Division of Cavite
Trece Martires City, Cavite



Augusto C. Calpo	<ul style="list-style-type: none">• Office of the School Governance and Operations Division• Front and side area of SGOD building• Office of the Medical Unit• Office of the Dental Unit• Main entrance to right side area of the Main building, garden on the right side of the Main building
Romulo Jr. C. Agamanos	<ul style="list-style-type: none">• Maintenance and repair works• Bulwagang Tanglaw• Office of the Supply Unit• Comfort room of Office of the Supply Unit
Melinda V. Ulanimo	<ul style="list-style-type: none">• Comfort room of Office of the Budget, Finance and Personnel Services• Simple clerical works in Administrative Services (Records, Cash, Personnel) and Budget & Finance Services
Eufonio E. Gaytano*	<ul style="list-style-type: none">• Main Lobby

**In addition to the security services being provided*

2. 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.

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

4. For your information, guidance and strict compliance.


CHERRYLOU D. DE MESA
OIC-Schools Division Superintendent