



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



August 10, 2017

DIVISION MEMORANDUM

No. 236, s. 2017

SDO Implementation and Observation of 7s

TO: OIC, Office of the Asst. Schools Div. Superintendent
Chief, CID
OIC- Chief, SGOD
Education Program Supervisors
Public Schools District Supervisors
All Unit Heads
SDO Personnel
Other concerned

1. In preparation to our ISO certification 2nd stage audit on August 17, 2017, all SDO personnel are required to implement and observe 7's.
2. In line with this, all personnel are expected to clean their respective office and assigned working area on August 11 and 14, 2017 at 3:00 pm, thus they shall bring working clothes.
3. All SDO personnel shall ensure that all tasks and other office transactions shall be done before the cleaning-up schedule to avoid exemption of participation.
4. Immediate dissemination and strict compliance of this Memorandum is highly desired.


CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent