



DIVISION MEMORANDUM

No. 68 s. 2016

TO: Chief Education Supervisors, CID & SGOD
Education Program Supervisors
SDO & SGOD Personnel
Cluster Heads
Secondary School Administrators
Unit Heads
This Division

FROM: **ROMELITO G. FLORES, CESO VI**
OIC- Schools Division Superintendent

SUBJECT: **BENCHMARKING ON 5S OFFICE SYSTEMS and GULAYAN SA PAARALAN**

DATE: August 24, 2016

1. Pursuant to Civil Service Commission Memorandum Circular #6, s. 2012 Guidelines in the Establishment and Implementation of Agency SPMS and to strengthen the implementation of the Gulayan sa Paaralan Program of the Department, this Office finds it urgent to benchmark and adapt best practices for the SDO.
2. Anent this, there will be a benchmarking on 5S Office Systems at Kidapawan City Division Office and Kidapawan City National High School, Kidapawan City and on Gulayan sa Paaralan implementation at Lika and New Antique Elementary Schools, Mlang, Cotabato on August 26, 2016. This activity aimed to optimize productivity through maintaining an orderly workplace and personnel to work effectively, and to gather inputs as to strengthening the implementation of Gulayan sa Paaralan.
3. Participants to this benchmarking are SGOD & CID Chiefs (2), Education Program Supervisors (10), Section Heads (5), Cluster Heads (5), OSDS Personnel (3), PDO II (1), Librarian II (1), and Secondary School Heads (7) including Annexes. Estimated time of departure is at 6:30 am at the Division Office, thus all is advised to be at the assembly area before the above-mentioned time.
4. Further, participants are advised to wear "Tayo" shirt during the activity.
5. Travelling expenses shall be charge to local funds subject to the usual accounting and auditing rules and regulations.
6. Widest dissemination of this memorandum is enjoined.