



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

**Office of the Schools Division
Superintendent**

July 15, 2024

OFFICE MEMORANDUM
OSDS 016, s. 2024

**CONDUCT OF "BRIGADA OPISINA" 2024 IN THE SCHOOLS DIVISION OFFICE OF
TACURONG CITY**

To: Assistant Schools Division Superintendent
Chiefs of SGOD and CID
All Division Office Personnel
All Concerned Personnel
This Office

1. In consonance with DepEd Memorandum No. 033, s. 2024 titled Conduct of the Brigada Eskwela for School Year 2024-2025 in preparation for the opening of classes for School year (SY) 2024-2025 on July 29, 2024, the SDO Tacurong City shall conduct "Brigada Opisina" within its premises on July 23, 2024.
2. The "Brigada Opisina", aims to instill cleanliness and orderliness in the workplace, and to improve the working conditions of SDO Tacurong City personnel, where frontline services are provided. This is in consonance with the principle that a clean, orderly, and safe work environment enhances efficiency and client satisfaction.
3. Participants to this activity are all SDO personnel. Activities, among others, are cleaning-up of office premises and surroundings, repainting of the office and workplace, fixing and repairing minor damage of office equipment, fixtures and furniture, disposing unserviceable equipment and materials, and landscaping, gardening and beautification.
4. Everybody is enjoined to bring cleaning tools and encouraged to wear working clothes during the "Brigada Opisina".
5. Expenses to be incurred relevant to the conduct of "Brigada Opisina" shall be charged to the Division MOOE subject to accounting and auditing rules and regulations.
6. Everybody is enjoined to participate.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosure: None
Reference: DO No. 033, s. 2024
Allotment: None

To be indicated in the Perpetual Index under the following subjects:

ACTIVITY BRIGADA ESKWELA

ZBP/OSDS/OM/ CONDUCT OF "BRIGADA OPISINA" 2024 IN THE SCHOOLS DIVISION OFFICE OF TACURONG CITY/July 15, 2024



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-562-4880; 0919-065-6425
Email: tacurong.city@deped.gov.ph