



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

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**OFFICE MEMORANDUM**

No. 50, s. 2021

To: **NOE M. HERMOSILLA**  
Chief, Schools Governance and Operations Division

FROM: **RAUL D. AGBAN, EdD**  
Schools Division Superintendent

SUBJECT: **PHYSICAL IMPROVEMENT/FACELIFTING OF THE SDO GROUNDS AND FACILITIES**

DATE: October 15, 2021

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1. In our pursuit to enhance, beautify, and improve the Schools Division Office (SDO) grounds and facilities thereby making it conducive for work and to give everyone a "feel" of Christmas, the Schools Governance and Operations Division (SGOD) is hereby constituted as the Division Working Committee on cleanliness, orderliness and beautification, who will take charge of the aforementioned task, to wit:
  - a. conduct ocular inspection of the SDO grounds and facilities utilizing the Division Hazard Map provided by the Division DRRM (Social Mobilization and Networking Section) as reference;
  - b. identify the need of every office, e.g. replacement of broken doors, windows, lightings, busted plugs, cracked walls, dilapidated ceilings, among others;
  - c. landscaping of SDO grounds, disposal of visible waste, unusable items, e.g. damaged air conditioning units, scattered tables, desks, among others;
  - d. establishment of identified receiving areas (with provision of comfortable tables and chairs);
  - e. repair and enhancement of comfort rooms;
  - f. crafting of relocation plan of offices giving priorities to frequently visited offices to be stationed at the ground floor to ensure public accessibility;
  - g. repainting of steel waiting chairs at the corridors;
  - h. crafting of vehicle parking plan;
  - i. installation of Christmas decors and lightings;
  - j. and other concerns that need attention.
2. The SGOD shall ensure that the same shall be carried out as soon as possible;
3. For information, proper guidance, and proper coordination with concerned office.