



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

18 APRIL 2023

DIVISION MEMORANDUM

No. 179 s. 2023

CONDUCT OF 5S IN THE SCHOOLS DIVISION OFFICE

To: OIC- Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In preparation for the alignment of SDO Tayabas City practices to One DepEd, One Quality Management System (QMS), all SDO personnel are instructed to conduct the sorting of all documented information available in their respective offices on April 20, 2023 from 1 to 5 o'clock in the afternoon. During the said activity, Records Office will remain operational to receive and release relevant documents to be processed by concerned offices.
2. To continue the 5S in the workplace, during Fridays, from 3 to 5 o'clock in the afternoon, 5S shall be observed.
3. For information and immediate dissemination.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent



Brgy. Potol, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@depd.gov.ph



<https://depdtayabas.com/>