



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**Schools Division of Tabuk City**



**Office of the Schools Division Superintendent**

September 1, 2021

**Office Memorandum**  
 No. 237 Series 2021

**BRIGADA SA OPISINA 2021**

To: ALL DIVISION PERSONNEL

1. In as much as the Schools Division Office strictly oversees the Brigada Eskwela Implementation among public schools, **Brigada sa Opisina**, counterpart of the Brigada Eskwela in the office level is also hereby solicited. It is believed that the Brigada Eskwela is not only for schools but must be exercised by all to enable maintenance activities throughout the year.

2. Areas to be considered aside from your areas in the office:

OSDS	SGOD	CID
Front office area including fixing canal near gate, weeding, sweeping	Back office area including weeding, removing harmful objects, removing debris like lumbers and scrap materials	Cleaning the whole building, up and down lobbies

1. The SDO likewise will have the Brigada sa Opisina on Friday September 3, 2021
2. Activities includes cleaning of offices, proper fixing of files and cabinets, checking equipment, throwing and sorting unnecessary materials, weeding, cleaning the Gulayan sa Dibisyon, and others.
3. Guidelines on Quality workplace (7s) Standard will be distributed and utilized.
4. All division personnel are therefore encouraged to bring cleaning materials needed for the said conduct of the Brigada sa Opisina.
5. Immediate dissemination of this memorandum is desired.

**IRENE S. ANGWAY PhD, CESO VI**  
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 Officer-in-Charge, Office of the Schools Division Superintendent

SGOD/SocMob/Fdg

