



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division Superintendent

September 26, 2022

DIVISION UNNUMBERED MEMORANDUM

To : **MILA A. JANUBAS**
Admin Officer IV
This Division

From : **JONATHAN S. DELA PEÑA, PhD, CESO V**
Schools Division Superintendent

Subject : **DIVISION IN-CHARGE TO SUPERVISE & MONITOR
JANITORIAL SERVICES SECTION**

1. To ensure the orderliness, safety and cleanliness of the Division Office premises and to provide a better service to our clients, you are hereby directed to take charge of the giving of assignments, monitor and supervise the Janitorial Services Section of the Division Office.
2. The above-mentioned tasks are in addition to your duties and functions as Administrative Officer IV.
3. For information, guidance and compliance.


JONATHAN S. DELA PEÑA, PhD, CESO V
Schools Division Superintendent 

JSDP /erg/rlg

