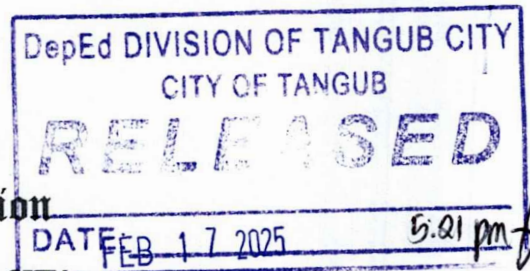




Republic of the Philippines  
Department of Education  
Region X  
SCHOOLS DIVISION OF TANGUB CITY



February 17, 2025

DIVISION MEMORANDUM  
No. 56, s. 2025

FORMATION OF GENERAL SERVICES MANAGEMENT COMMITTEE (GSMC)  
AND IMMEDIATE ACTION ON HOUSEKEEPING AND GROUND  
MAINTENANCE (HGM)

To: Administrative Officer V  
Division Supply Officer  
DRRM Coordinator  
Division Engineer  
Winnie Mendoza-Division Nurse

1. In compliance to DM 14, 2022 and in the spirit of teamwork and collaboration, the Composition of the General Services Management Committee (GSMC) of this Division are as follows:

Chairman:	Delma R. Denapo
Vice Chairman:	Mohammad T. Batingolo
Members:	Ronie E. Senarillos
	Engr. Wilson Ozaraga
	Jomah Lee U. Jakosalem
	Binepie M. Tapao
	Bride Joy M. Candano

2. In recognition on the importance of workplace environment on employees' task performance, organizational productivity and customer satisfaction, this Committee shall convene the soonest possible time to discuss DepED policies on the following:

1. Clinic Management
2. Facilities Maintenance
3. Housekeeping and Ground Maintenance
4. Library Management
5. Security Services
6. Transportation Services and Vehicle Maintenance
7. Disaster Risk Reduction and Management

3. On top of this, you are hereby directed to prioritize Housekeeping and Ground Maintenance. Hence, you are further instructed to:

1. Prepare Housekeeping and Ground Maintenance (HGM) map
2. Conduct SWOT on the current status of Division HGM




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3. Submit recommendations and intervention to involve SDO employees in the improvement/sustainability of proper Sanitation, Safety, Beautification and Maintenance (SSBM)
  4. Propose Comprehensive SSBM areas and corresponding assignment/s of Job Order employees.
  5. Daily Checklist to serve as a daily inclusive monitoring tool
  6. Daily and weekly Monitoring Team Assignments
  7. Submission of weekly reporting of HGM Committee to OSDS
4. Deadline of submission of reports to OSDS especially on the Items No. 1-6 on or before February 28, 2025 and presentation on March 3, 2025.
5. For strict compliance.

  
**SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI**  
Schools Division Superintendent

Encl: As stated  
Reference: None  
To be indicated in the Perpetual Index  
under the following subjects:

GSMC HGM  
SAU – Formation of General Services Management Committee (GSMC) and Immediate Action on Housekeeping and Ground Maintenance (HGM)  
February 17, 2025