



Republic of the Philippines  
**Department of Education**  
REGION IX – ZAMBOANGA PENINSULA  
**SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY**

DepEd, Division of Zamboanga Sibugay	
NO: _____	RECORD SECTION
BY: _____	TIME: 4:00 PM
DATE: MAY 06 2025	
RELEASED	

06 MAY 2025

**Office Memorandum**

No. 002 S. 2025

To: **All Utility Workers**  
**Casual Employees**  
**COS/Job Order Employees**  
**Through the respective Chiefs/Section Heads**  
*This Office*

Subject: **Conduct of General Cleaning at the Learner's Center**

In anticipation of the full operation of the Learner's Center, you are hereby directed to report to Mr. Rex Ventura, Head of the General Services Section, for the conduct of general cleaning every afternoon starting **May 16, 2025**, until the area is ready for occupancy.

You are expected to fulfill your regular duties and responsibilities in your respective areas of assignment prior to reporting to the Learner's Center in the afternoon.

Cleaning paraphernalia will be provided to ensure the cleanliness and orderliness of the area.

Please be guided accordingly.

**VIRGILIO P. BATAN JR., CESO V**  
Schools Division Superintendent

ZS-OM-OSDS-ADMIN-2025-05-12-0  
GRJ20250506



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