



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

1 APR 03 2025

MEMORANDUM

SDO 4 O'CLOCK HABIT: CLEANLINESS & DENGUE PREVENTION

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OICs
All Others Concerned

1. As part of our ongoing commitment to maintaining a clean, safe, and healthy workplace, this Office announces the implementation of the above-captioned initiative. This aims to promote a dengue-free environment by fostering regular cleaning practices and eliminating potential mosquito breeding grounds.
2. In line with this, all personnel of the Division Office are required to pause regular work activities from **4:00 to 5:00 p.m. every Friday for the whole month of May** and dedicate this time to cleaning, disinfecting, and organizing their respective workspaces and common areas. This proactive measure ensures a hygienic and clutter-free office while minimizing health risks.
3. The following mandatory cleaning activities must be performed by all offices:
 - **Clearing desks / workspaces** – Removing unnecessary items and organizing office supplies
 - **Organizing files and documents** – Ensuring that all paperwork is properly stored to prevent clutter
 - **Disinfecting surfaces** – Wiping down desks, chairs, and high-touch areas to maintain sanitation
 - **Checking for stagnant water** – Eliminating any possible mosquito breeding grounds, such as uncovered water containers, potted plant trays, and clogged drainage areas
 - **Emptying trash bins** – Ensuring that waste is properly segregated and disposed of in designated areas
 - **Cleaning communal spaces** – Tidying up meeting rooms, pantries, and shared office equipment to promote a neat environment
4. The field is hereby advised to transact business **on or before 4:00 p.m.** to allow SDO Proper officials and personnel to fully implement the said initiative.
5. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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Enclosure: None

References: None

To be indicated in the Perpetual Index
under the following subjects:

COMMUNICATION

OFFICE

SCHOOLS

MML / DM – 4o'clock SDO Habit: Cleanliness and Dengue Prevention
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