



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

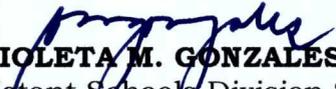
FEB 02 2026

OFFICE MEMORANDUM

OFFICE CLEANLINESS & DENGUE PREVENTION

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Administrative Officer V
All Others Concerned

1. In line with our commitment to maintaining a safe and healthy workplace, all personnel are hereby required to clean, organize, and maintain their respective work areas to prevent mosquito breeding and reduce the risk of dengue transmission.
2. To ensure a mosquito-free environment, personnel are encouraged to perform the following activities regularly, but not limited to:
 - clearing and organizing desks, workstations, and common areas
 - properly storing and filing documents to avoid clutter
 - removing any stagnant water in containers, plant pots
 - keeping trash bins covered and disposing of garbage regularly
 - cleaning sinks, drains, and other areas where water may accumulate
 - ensuring air-conditioning drip trays and water dispensers are free from standing water
 - encouraging everyone to report any potential mosquito breeding sites immediately
3. All personnel are expected to actively participate in this initiative and exercise vigilance in maintaining cleanliness. Let us work together to maintain a healthy, safe, and productive workplace for everyone.
4. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Enclosure: None

References: None

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

COMMUNICATION

OFFICE

HEALTH

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

006 / January 29, 2026

OM-2026-006



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