



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OFFICE OF ANTIPOLLO
NAZARENE VILLE ELEMENTARY SCHOOL
SAN ROQUE, ANTIPOLLO CITY

February 1, 2024

SCHOOL OFFICE MEMORANDUM

To: Kindergarten Teachers and Pupils
Grades 1-6 Teachers and Pupils
SELG and YES O Officers
Boy Scouts of the Philippines
Girl Scouts of the Philippines
Homeroom PTA Officers and Parent-Members
School PTA Officers and Board of Directors
Non-teaching Personnel
Others Concerned

**DAILY INSPECTION, CLEANING, AND MAINTENANCE OF PATHWAYS, STAIRS,
CORRIDORS, WASH FACILITIES, AND COMFORT ROOMS
IN THE MAIN AND NEW SCHOOL SITES**

1. In congruence to the DepEd Order No. 10 series of 2016 entitled "Policy and Guidelines for the Comprehensive WinS Program where a school has to satisfy the following requirements – safe drinking water, gender-segregated toilets, group handwashing facility with soap, daily group handwashing activities, and sanitary pads – to earn at least a star out of the three-star rating in its WinS implementation, Nazarene Ville Elementary School directs the daily inspection, cleaning and maintenance of pathways, stairs, corridors, comfort rooms and other related areas of assignment in the old and new school sites.
2. Access to water, sanitation, and hygiene services is important for effective infection prevention and control, especially in an educational setting. Promoting handwashing activities and maintaining a safe, clean, and healthy learning environment are highly effective measures to reduce the transmission of the COVID-19 virus and other infectious diseases in the community.
3. **Shared governance otherwise known as "Spirit of Bayanihan"** is part of School-Based Management and as such, the daily schedule in the maintenance of a healthy learning environment is not only the sole responsibility of Administrative Aides. Everybody is responsible and accountable since **the school as a learning community mirrors the people behind its existence**. The improvement and success of the school is the success of everybody.



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4. **Starting February 5, 2024, the attached schedule needs to be strictly followed by everybody.**
5. Class teacher-advisers and/or their learners/Class Officers, parents, and guardians will help in the maintenance of corridors, stairs, and overall cleanliness, orderliness and safety of areas near their assigned classrooms. They will also submit the list of names of homeroom PTA Officers and parents/guardians scheduled on a particular day/time.
6. In the absence of concerned personnel/organizations, anyone can initiate the activity for the good of the school and learners.
7. When there are expected visitors or conduct of programs, projects, or activities, all persons and organizations are responsible for the preparation and general cleaning of the school.
8. Everybody is also enjoined in compliance with **Barangay San Roque Proper Solid Waste Management**. Trash cans should be labeled and utilized properly. Pathways, corridors, and stairs need to be always maintained. Everybody is responsible and accountable for immediate interventions and possible solutions about water, sanitation, and hygiene in school.
9. As part of Edukasyon sa Pagpapakatao/Good Manners and Right Conduct and to strengthen youth formation, the virtues of discipline, industry and responsibility, cleanliness, orderliness, obedience, and other related values must also be taught/integrated into lessons and be applied by K-6 learners in their day-to-day activities.
10. Monitoring and Evaluation also plays a vital role in improving the implementation of basic and essential services. School PTA Officers and the Board of Directors will also help and submit their scheduled dates for monitoring the activities of Homeroom PTA Officers, parents/legal guardians. Grade Level Chairmen, WinS Coordinator, and QATAME Coordinator will also ensure that every teacher-learner is doing one's share of responsibility.
11. Attached to this memorandum is the Daily Schedule of Inspection and/or Cleaning and Maintenance of Different Areas of Assignment of Concerned Personnel/Organizations
12. For information, dissemination, and compliance.


GEOFFREY T. UNIDA
School Principal I



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Enclosure Number 1 – **SCHEDULE ON DAILY INSPECTION, CLEANING AND MAINTENANCE OF PATHWAYS, STAIRS, CORRIDORS, WASH FACILITIES, COMFORT ROOMS AND OTHER AREAS OF ASSIGNMENT IN THE MAIN AND NEW SCHOOL SITES**

OLD SCHOOL SITE

Monday-Friday Area of Assignment	WHEREABOUTS/PERSONS/ORGANIZATIONS RESPONSIBLE					
	First Shift (AM)			Second Shift (PM)		
	Before/During Classes	After Recess	After Classes	Before/During Classes	After Recess	After Classes
Pathways	Mr. C. Mede	KG HPTA Officers	Class Officers/ Parents/ Guardians	Ms. S. delos Santos	KG HPTA Officers	Class Officers/ Parents/ Guardians
Stairs	SPTA Officers	G1 HPTA Officers	YES O Officers	SPTA Officers	G1 HPTA Officers	SELG Officers
Corridors	Mr. C. Mede	G2 HPTA Officers	BSP Members	Ms. S. delos Santos	G2 HPTA Officers	GSP Members
Wash Facilities	SPTA Officers	G3 HPTA Officers	GSP Members	SPTA Officers	G3 HPTA Officers	BSP Members
Comfort Rooms	Mr. C. Mede	G4 HPTA Officers	SELG Officers	Ms. S. delos Santos	G4 HPTA Officers	YES O Officers

NEW SCHOOL SITE

Monday-Friday Area of Assignment	WHEREABOUTS/PERSONS/ORGANIZATIONS RESPONSIBLE					
	First Shift (AM)			Second Shift (PM)		
	Before/During Classes	After Recess	After Classes	Before/During Classes	After Recess	After Classes
Pathways	G5 Section-1 HPTA Officers	SPTA Officers	G6 Section 1 HPTA Officers	G5 Section 1 HPTA Officers	SPTA Officers	G6 Section 1 HPTA Officers
Stairs	Mr. C. Mede	G5 Class Officers	G5 Learners	Ms. S. delos Santos	G5 Class Officers	G5 Learners
Corridors	G5 Section-2 HPTA Officers	Class Advisers	G6 Section 2 HPTA Officers	G5 Section 2 HPTA Officers	Class Advisers	G6 Section 2 HPTA Officers
Wash Facilities	Mr. C. Mede	G6 Class Officers	G6 Learners	Ms. S. delos Santos	G6 Class Officers	G6 Learners
Comfort Rooms	G5 Section-3 HPTA Officers	SPTA Officers	G6 Section 3 HPTA Officers	G5 Section 3 HPTA Officers	SPTA Officers	G6 Section 3 HPTA Officers



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Other Areas	Persons/Organizations Responsible
Canteen and Food Preparation Area	Canteen Managers/Cook/Helpers
SBFP Area	SBFP Coordinator/Cook/Helpers
In-REP/Clinic/Other Related Areas	School Coordinators/Volunteers
Office/Reading Resort/ELLN Park	Ms. S. delos Santos/Volunteers
Gulayan sa Paaralan/Inside/Outside Covered Court/Food Preparation/Kitchen and Security Guard Area (Front)	Mr. C. Mede/GPP Coordinator/SPTA Officers/Volunteers
Landscaping/Bio-Intensive Gardening/Watering of Plants	SPTA Officers/BOD/HPTA Officers/ Parents/Guardians/Volunteers
e-classroom/ICT/Science/Math Equipment Room	ICT/Science/Math Coordinators/Clubbers
SBM/Records Area/Corner	School Coordinators/Dimension Team Leaders/Members
Overall School Inspection, Monitoring and Evaluation	SH, Other Non-teaching Personnel, WinS Coordinator, QATAME Coordinator



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