



Republic of the Philippines
Department of Education
REGION V - BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES



February 2, 2022

OFFICE MEMORANDUM

TO : Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Section and Unit Heads
All Others Concerned

FROM : **SUSAN S. COLLANO**
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

SUBJECT: **CONDUCT OF BRIGADA OPISINA**

DATE : February 3, 2022

1. In preparation for the Regional Evaluation of the SDO's 2021 performance on February 10-11, 2022 by the Regional Performance Management Team (RPMT), all offices are directed to conduct a Brigada Opisina activity on February 5, 2022 (Saturday) and in continued periods.
2. This activity is a prelude to the launch of the Search for **Most Organized Office** and **Best Organizational Office/Section/Unit** under the Rewards and Recognition system of the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM).
3. As such, offices are advised to establish the lean management (Kaizen) principle of good housekeeping applying the 5S (**Sort, Systematize/Stabilize/Straighten, Sweep/Shine, Standardize/Sanitize, Sustain/Self-discipline**). Further information and details of these principles can be accessed from the Internet.
4. Office and section heads are responsible for the listing of or assigning the personnel under their offices who will participate in this activity in partnership with the SGOD Social Mobilization and Networking section. The 60% onsite capacity must still be followed. A documentation of this activity should be





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taken by SGOD through the Social Mobilization and Networking section in coordination with the Rewards and Recognition team.

5. The Brigada Opisina invites personnel from other offices to spend time in inter-office or cross-offices' establishment of any of the phases of 5s phase.
6. Participants may wear the Brigada Eskwela T-shirts.
7. Personnel involved in this activity shall be entitled to Compensatory Overtime Credit (COC) per CSC-DBM Joint Circular No. 2, s. 2004. This includes the personnel on Job Order status.
8. For compliance of all concerned.

