



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

*Office of the Schools Division Superintendent*

**DIVISION MEMORANDUM**

SGOD-2025-0070

To: Assistant Schools Division Superintendent  
Chief, Curriculum Implementation Division  
Education Program Supervisors, CID  
Education Program Supervisor, SGOD  
All Public Schools District Supervisors  
School Heads of Elementary, Secondary and Integrated Schools  
All Others Concerned

Subject: **BAYANIHAN FOR DAVNOR PIONEERS' BILLETING QUARTER**

Date: February 28, 2025

1. In preparation for the Davnor Pioneers' billeting quarter during the 2025 Davao Regional Athletic Association (DAVRAA) Meet, there will be a *Bayanihan* (e.g. General Cleaning) at Visayan Village Central Elementary School, Tagum City, Davao del Norte on March 3-5, 2025.
2. Division office personnel (see enclosure), all SGOD personnel, all Education Program Supervisors, all Public Schools District Supervisors, and all school heads are hereby called to take part in the Bayanihan during said dates (see enclosure for the schedule).
3. The Decoration, Restoration, Sanitation and Waste Management Committee, chaired by Dr. Eric P. Indie, shall lead and facilitate the said activity (see enclosure for Terms of Reference).
4. Travel and other incidental expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
5. In adherence to all policies, everyone is encouraged to continuously support and value the Equal Opportunity Principle (EOP).
6. Immediate and wide dissemination of this memorandum is directed.

**REYNALDO B. MELLORIDA, CESO V**  
Schools Division Superintendent

For the Schools Division Superintendent:

**JANETTE G. VELOSO, CESO VI**  
Assistant Schools Division Superintendent



Enclosure/s: As stated  
davraa meet secretariat-djql



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**List of Identified Division Office Personnel to join the Bayanihan:**

Rey B. Mascariñas	Nerio M. Garcia
Arturo L. Salva	Peter B. Gaum
Guillermo L. Cadusale Jr.	Roy Gerry J. Caccam
Dennis Dueñas	
Jaypee Hunas	
Jonathan Lua	
Ryan Ang	
Kim Lister Adlaon	
Johnbert Batiao	
Lourdie Mae Luzon	
Ann Mercy O. Adlaon	

**Terms of Reference for the Bayanihan:**

**A. General Cleaning**

1. Classrooms (Sleeping Areas for Athletes and Coaches)
  - Sweep, mop, and disinfect floors.
  - Dust and wipe down desks, chairs, and blackboards.
  - Clean windows and remove cobwebs from ceilings and walls.
  - Arrange sleeping areas with designated spaces for each athlete.
  - Install mosquito screens (if necessary).
2. Comfort Rooms & Shower Areas
  - Deep cleaning of toilets, urinals, and sinks.
  - Unclogging and repairing of drainage systems.
  - Refilling hand soap, toilet paper, and other hygiene essentials.
  - Ensuring a stable water supply and proper flushing mechanisms.
3. Hallways, Corridors, and Common Areas
  - Sweeping, mopping, and disinfecting high-touch surfaces.
  - Removal of debris, dirt, and unnecessary clutter.
  - Installation of signages (e.g., directional signs, "Keep Clean" reminders).
4. Kitchen & Dining Areas (if applicable)
  - Cleaning countertops, sinks, and cooking areas.
  - Proper arrangement of tables and chairs for dining.
  - Proper segregation and disposal of food waste.

**B. Drainage Improvement**

1. Inspection of Drainage Systems
  - Assess existing drainage conditions around the school.
  - Identify areas prone to flooding or stagnant water accumulation.
2. Cleaning of Drainage Canals
  - Removal of debris, leaves, and obstructions in drainage pathways.
  - Flushing of clogged pipes and storm drains.





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- Installation of grates or covers to prevent future blockages.
- 3. Repair & Improvement of Drainage Structures
  - Repair of broken or collapsed drainage sections.
  - Reinforcement of weak canal walls with concrete or bricks.
  - Installation of new drainage pipes if necessary.

**C. Arrangement of Athletes' Rooms**

1. Implementation of Layout Plan
  - Classrooms will be arranged according to the official layout plan.
  - Room assignments will be based on teams, gender segregation, and athlete count.
2. Sleeping Space Organization
  - Sleeping mats/cots will be placed in designated positions, ensuring a minimum 1-meter spacing between beds.
  - Coaches and staff will have separate sleeping quarters to ensure privacy and supervision.
  - Adequate ventilation and emergency exits must be maintained.
3. Provision of Essential Amenities
  - Temporary storage shelves will be installed for personal belongings.
  - Common charging stations will be set up for mobile devices.
  - Stand fans or additional ventilation will be provided where necessary.

**Matrix of Activities:**

Activity	Date	Assigned Cleaners
General Cleaning and Drainage Improvement Works	March 3, 2025	PSDSs and School Heads of: Asuncion B.E. Dujali Kapalong East Kapalong West
General Cleaning and Drainage Improvement Works	March 4, 2025	PSDSs and School Heads of: Sto. Tomas West Langilan San Isidro New Corella Carmen Talaingod Santo Tomas East
Arrangement of Athletes' Rooms	March 5, 2025 (6:00 a.m. to 12:00 nn)	Education Program Supervisors SGOD Personnel Identified Division Office Personnel