

**MEMORANDUM**

**HRA-102/2014**

To : ALL OFFICERS AND STAFF  
From : HUMAN RESOURCE & ADMIN. DIVISION  
Date : May 26, 2014  
SUBJECT : **GOOD HOUSEKEEPING**

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This is to reiterate Management's call to all employees to observe good housekeeping to help promote a good image to the clients and partners and a conducive workplace. Let us treat our office as our second home, where we spend at least eight (8) hours a day stay, Mondays thru Fridays and/or even on Saturdays.

In this connection, everyone is enjoined to observe the following policies:

1. **"Clean desk policy"**. Everyone must take time to clear up their tables/desks before leaving the office at the end of working day with all files secured and kept in their proper places. All unnecessary stuff or personal effects on top of tables are discouraged. The desk shall only contain the required pens/pencils/penholders, desk calendar, in/out trays, telephone unit/s, and/or PCs and printers.
2. **"Clean up Day"**. Our clean up day is every Saturday.
3. While Management allows employees to have working breaks and/or take meals or coffee breaks in their work stations, however, everyone is responsible for cleaning up any mess or leftovers through proper disposal of garbage. All used utensils like spoon/fork, plates, food containers, cups/mugs/glasses **MUST** be washed and kept well to prevent influx of insects in the office.
4. Our fellow Utility Personnel is conducting regular daily cleaning in the office premises and general cleaning on Saturdays. It is not included in their duties and responsibilities to maintain or clean any personal stuff of employees.
5. Employees must keep a systematic filing in their respective work areas. Let us place our files/folders in the steel cabinets, drawers, cabinets, and/or even boxes. A good filing system indicates discipline which is a tool towards work efficiency.

For compliance.

(Original Signed)  
**RONA T. OPLE**

Noted by:

(Original Signed)  
**FRANCISCO P. RAMOS**