



5 April 2024

MEMORANDUM CIRCULAR NO. 65

Series of 2024

- T O: All Utility Workers, Accommodation Attendants, Laboratory Aides, Laboratory Technicians, Motor Pool Services (MPS) and Power Plant & Electrical Services (PPES) Units Personnel and Clerks of Visayas State University Main Campus (Second Batch)
- R E: Participation to the L&D activity entitled "Sparkling Spaces: Mastering the Art of Housekeeping" on April 17, 2024 for the 2nd Batch

In view of the official holiday on April 10, 2024, the scheduled orientation entitled "Sparkling Spaces: Mastering the Art of Housekeeping" for the **2**nd **Batch will be moved to April 17, 2024, 8:00 AM at the RDEI Hall**. This activity is designed to enhance collective understanding and skills in housekeeping, ensuring that workspaces are not only clean but also organized for a pleasant working environment conducive to productivity.

For refreshments arrangements and certificate preparations, please confirm your attendance through this link: https://forms.gle/FGhJ8tThVMivrWs36

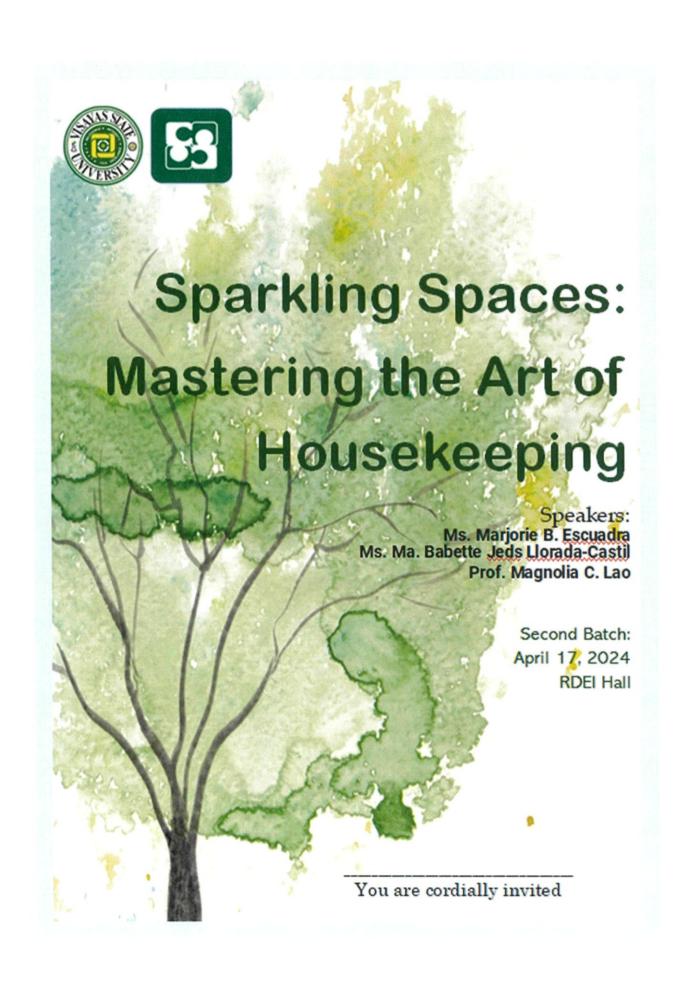
Your active involvement will contribute significantly to the success of this initiative, fostering a culture of cleanliness and orderliness in the workspaces.

For your guidance and compliance.

PROSE IVY G. YEPES

President





PROGRAM

I. Preliminaries

08:00-08:30 Registration

08:31-09:00 Opening Program

Invocation AV

Welcome Remarks & Atty. Rysan C. Guinocor

Overview of the Activity Director, ASO

II. Program Proper

09:01-10:30 Housekeeping Essentials and Best Practices

10:31-10:45 Break

Advanced Techniques and Technologies 10:46-12:00

12:01-01:00 Lunch Break

01:01-02:30 Safety Protocols & Hygiene Standards

02:31-02:45 Break

02:46-04:30 Teambuilding and Collaboration

Closing Program

Closing Message Ms. Honey Sofia V. Colis

Director, HRMO

VSU Hymn AV

Master of Ceremonies: Mr. Poca Joe A. Didal