



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 **2nd 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



Sparkling Spaces: Mastering the Art of Housekeeping

Speakers:
Ms. Marjorie B. Escuadra
Ms. Ma. Babette Jeds Llorada-Castil
Prof. Magnolia C. Lao

Second Batch:
April 17, 2024
RDEI Hall

You are cordially invited

PROGRAM

I. Preliminaries

08:00-08:30	Registration
08:31-09:00	Opening Program
Invocation	AV
Welcome Remarks & Overview of the Activity	Atty. Rysan C. Guinocor Director, ASO

II. Program Proper

09:01-10:30	Housekeeping Essentials and Best Practices
10:31-10:45	Break
10:46-12:00	Advanced Techniques and Technologies
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**