



21 March 2024

MEMORANDUM CIRCULAR NO. 53
Series of 2024

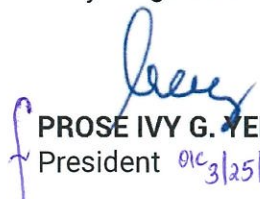
- T O: All Utility Workers, Accommodation Attendants, Motor Pool Services (MPS) and Power Plant & Electrical Services (PPES) Units Personnel and Clerks of Visayas State University Main Campus**
- R E: Participation to the L&D activity entitled "Sparkling Spaces: Mastering the Art of Housekeeping"**

All utility workers, accommodation attendants, MPS/PPES Units Personnel and clerks of Visayas State University (VSU) Main Campus are directed to attend the learning and development activity entitled **"Sparkling Spaces: Mastering the Art of Housekeeping"** on **March 26, 2024 (Batch 1)** at the **1st Floor, CCE Building** and **April 10, 2024 (Batch 2)** at the RDE 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.

This activity will be conducted in two batches (1 day per batch) for a manageable number of participants and to ensure the undisruptive operation of office services. For snacks and certificate preparations, please confirm your attendance through this link: <https://forms.gle/HJ2bAHdufmhBRM3p6>

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 *o/c 3/25/24*



Sparkling Spaces: Mastering the Art of Housekeeping

Speakers:
DTHM Faculty Members

First Batch: March 26, 2024
1st Floor CCE Building
VSU, Visca, Baybay City, Leyte

Second Batch: April 10, 2024
RDEI Hall
VSU, Visca, Baybay City, Leyte

You are cordially invited

PROGRAM OF ACTIVITIES

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	Ms. Marjorie B. Escuadra
10:31-10:45	Break	
10:46-12:00	Advanced Techniques and Technologies	Ms. Ma. Babette Jeds Llorada-Castil
12:01-01:00	Lunch Break	
01:01-02:30	Safety Protocols & Hygiene Standards	Prof. Magnolia C. Lao
02:31-02:45	Break	
02:46-04:30	Teambuilding and Collaboration	Resource Persons
04:31-Onwards	Closing Program	
	Closing Message	Ms. Honey Sofia V. Colis Director, HRMO
	VSU Hymn	AV

Master of Ceremonies: **Mr. Poca Joe A. Didal**