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Office of the President

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MEMORANDUM CIRCULAR NO. 60

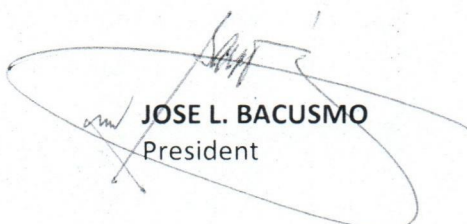
Series of 2015

T O: All VSU Utility Workers and Messengers

R E: Implementation of Services/Processes Involving Utility Workers and Messengers for ISO Certification

In preparation for ISO Certification and other Quality Assurance activities (e.g. ISA, AACUP accreditation, RQUAT) you are hereby advised to follow the general schedule of cleaning/maintenance of the offices, its immediate surroundings, and the comfort rooms of your respective area of assignment. Attached are the lists of services/processes involving messengers and utility workers and the general schedule (CS Form 2015-001) and the hourly schedule (CS Form No. 2015-002) of cleaning/maintenance of the comfort rooms which have to be implemented starting immediately.

Your full cooperation is enjoined.


JOSE L. BACUSMO
President

List of Services/Processes Involving Utility Workers

1. Custodial Services – Comfort Rooms

QO: To have a clean, dry, sanitary comfort rooms complete with liquid hand soap 24 hours a day.

2. Custodial Services – Classrooms/Laboratory Rooms

QO: To have a clean and orderly classrooms, laboratory rooms and office spaces.

3. Custodial Services - Grounds

QO: To have a well-maintained and manicured lawns and clean building grounds.

4. Custodial Services - Indoor Plants

QO: To have a continuous source of healthy, nice and presentable indoor plants for beautification.

5. Processing of Faculty, Staff and Students Clearance

QO: To have cleared the faculty, staff and students one (1) day after full settlement of all accountabilities in the department.

6. Delivery and follow-up approval of financial and personnel documents in the administrative units.

QO: To have delivered financial and personnel documents and facilitated its approval prior to actual need by staff within one or two days.

CR GENERAL CLEANING/MAINTENANCE CHECKLIST

	Expected Output	Check Status of Compliance		Supervisors' Signature
		Yes	No	
1	Toilet bowl is properly cleaned and scrubbed using a toilet cleaner and dirt/germs thoroughly flushed.			
2	Toilet flooring thoroughly scrubbed, mopped and dried.			
3	Sink cleaned and disinfected, then wiped to dry.			
4	Drum is fully filled with water for use in case of loss of running water.			
5	The liquid soap dispenser is checked and is filled.			
6	Indoor plants are replaced daily.			
	Garbage disposed of properly and the garbage bag placed inside the garbage bins replaced.			

CR HOURLY CLEANING/MAINTENANCE CHECKLIST

	Expected Output	Hours of Visit to the CR Daily					Supervisor's Signature
		8:00	9:00	10:00	1:30	2:30	
1	Toilet bowl is properly cleaned and scrubbed using a toilet cleaner and dirt/germs thoroughly flushed.						
2	Toilet flooring thoroughly scrubbed, mopped and dried.						
3	Sink cleaned and disinfected, then wiped to dry.						
4	Drum is filled with water for use in case of loss of running water.						
5	The liquid soap dispenser is checked and is still filled.						
6	Garbage disposed of properly and garbage bag placed inside the garbage bins replaced; indoor plants watered/replaced.						