




MEMORANDUM CIRCULAR NO. 93
Series of 2024

TO: 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)

RE: Participation to the L&D activity entitled "Sparkling Spaces: Mastering the Art of Housekeeping"

FROM: 
DR. PROSE IVY. G YEPES
University President

DATE: **May 10, 2024**

You are hereby enjoined to attend the L&D activity entitled "**Sparkling Spaces: Mastering the Art of Housekeeping**" on **May 22, 2024 at the RDEI Hall starting at 8:00AM**. 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.

Please confirm your attendance through this link: <https://forms.gle/FGhJ8tThVMivrWs36>. This pre-registration also serves for logistical purposes on snacks reservation and certificate preparation.

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

For your guidance and compliance.



SPARKLING SPACES: Mastering the Art of Housekeeping

Second Batch:
May 22, 2024
RDEI Hall

Speakers:
DTHM Faculty Members



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 by: Ms. Marjorie B. Escuadra
10:31-10:45	Break
10:46-12:00	Advanced Techniques and Technologies by: Ms. Ma. Babette Jeds Llorada-Castil
12:01-01:00	Lunch Break
01:01-02:30	Safety Protocols & Hygiene Standards by: Prof. Magnolia C. Lao
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

Lady of Ceremonies: **Ms. Noessa C. David**