



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

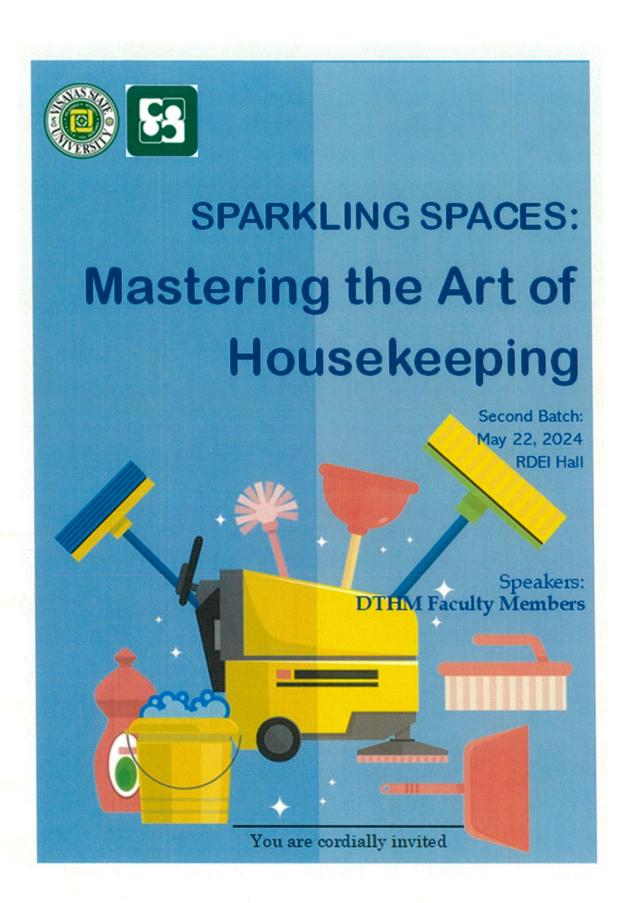
You are hereby enjoined to attend the L&D activity entitled "Sparkling Spaces: Mastering the Art of Housekeeping" on May 22, 2024 at the RDEI Hall starting at 8:00AM. This activity is designed to enhance collective understanding and skills in housekeeping, ensuring that workspaces are not only clean 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.





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

by: Ms. Marjorie B. Escuadra

10:31-10:45 Break

Advanced Techniques and Technologies by: Ms. Ma. Babette Jeds Llorada-Castil 10:46-12:00

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