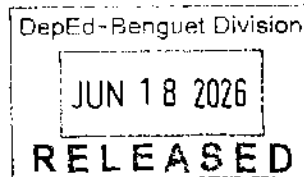




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet



June 18, 2026

OFFICE ORDER

OO-OSEC-20226-027

CONDUCT OF BRIGADA OPISINA FOR A CONDUCTIVE, CLEAN AND SAFE WORKING ENVIRONMENT

TO: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
SDO Staff and Personnel (OSDS, CID, SGOD)
All Others Concerned

1. In line with our commitment to maintaining a conducive, clean, organized, and safe working environment, all personnel are hereby enjoined to participate in the conduct of Brigada Opisina on June 26, 2026, 8:00-12:00.
2. The activity aims to promote cleanliness, orderliness, safety, and teamwork within the office premises. To ensure the successful implementation of the activity, the following tasks are designated:

Personnel/Group	Designated Tasks
All male personnel	Leveling of the fish pond area, flushing of canals around the office building
Personnel, Accounting, Budget, Supply, Cashier, and Records Section	Cleaning of 1 st floor area (walls, hallway, bulletin boards, windows, stairs and lobby set up)
CID, Planning and Research, Youth, SMME, Legal, and Health Section	Cleaning of 2 nd floor area (walls, hallway, windows bulletin boards, and stairs)
SDS Secretaries	Redroom Balcony
SOCMOB, Physical Facilities, HRD, DRRM, Sports Focal, EPS	Cleaning of 3 rd floor area (walls, hallway, windows bulletin boards, and stairs)
Collada Team	Clean the office surroundings, remove weeds, collect litter, and maintain landscaping areas.
All Personnel	Clean individual workstations, arrange office supplies, and segregate waste properly.



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3. All personnel are encouraged to bring appropriate cleaning materials and observe proper safety measures while performing their assigned tasks.
4. Active participation and cooperation are expected to create a safe, healthy, conducive, and productive workplace.
5. For guidance and strict compliance.

CARMEL T. MERIS

Assistant Schools Division Superintendent
Officer-in-charge
Office of the Schools Division Superintendent



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