



Republic of the Philippines
OFFICE OF THE SECRETARY
Elliptical Road, Diliman
1100 Quezon City

7 January 2021

MEMORANDUM

TO : ALL UNDERSECRETARIES
ALL ASSISTANT SECRETARIES
ALL DIRECTORS
ALL DIVISION CHIEFS

FROM : THE SECRETARY

SUBJECT : MAINTENANCE OF CLEANLINESS & ORDERLINESS OF THE DA
OFFICES, FACILITIES, AND COMPOUND

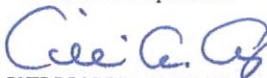
As we continue to improve the cleanliness and orderliness of the DA compound, offices, and facilities, let's do our respective individual and collective share as one family staying in a shared compound. Let us also remind our colleagues who may be remiss of such duty.

We need to maintain the cleanliness and orderliness in the DA compound at all times doing the following:

- 1) Avoid littering, always use the designated trash bins;
- 2) Don't wash vehicles inside the DA Compound. Do it in car wash facilities;
- 3) No smoking in public places except in designated area (areas under the trees);
- 4) Don't clutter your workplace; proper disposal of unserviceable supplies and property. Conduct periodic de-cluttering of the workplace;
- 5) Report to General Services Division facilities needing repair and maintenance;

Furthermore, to enable the Janitorial Service Provider to perform their tasks as stipulated in the contract they entered into with the DA, the practice of giving them additional duties such as: buying food, snacks, or medicines; paying bills of any nature; and depositing money to any bank, should be stopped. We should let them do what is stipulated in our contract with them even if they are willing to do the extra work voluntarily.

For strict compliance.


WILLIAM D. DAR, Ph.D.

DEPARTMENT OF AGRICULTURE

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MR. EDGAR PERLADO
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*A food-secure and resilient Philippines
with prosperous farmers and fisherfolk*

