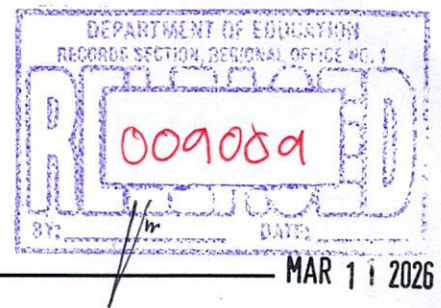




Republic of the Philippines
Department of Education
REGION I



OFFICE MEMORANDUM

No. 98 s. 2026

To: Assistant Regional Director
Chiefs of Functional Divisions
Heads of Units/Sections
All Others Concerned

2026 SEARCH FOR BEST QUALITY WORKPLACE IMPLEMENTER

1. This Office through the Education Support Services Division (ESSD) announces the cancellation of the 2025 Search for Cleanest and Most Organized Workplace in DepEd Regional Office I.
2. However, the 2026 Search for the Cleanest and Most Organized Workplace in DepEd Regional Office I shall commence on October 2026.
3. The search will be based on these categories based on the number of personnel in the office/division/unit:

CLASSIFICATION	OFFICE/DIVISION/UNIT
SMALL (1-6 personnel)	PAU, ICTU, CASH, ASSET, GSU, ORD/OARD
MEDIUM (7-10 personnel)	QAD, FTAD, PPRD, RPSU, RECORDS, LR, LU
LARGE (11 or more personnel)	Finance, CLMD, Admin Proper, HRDD, ESSD

4. Attached is a copy of the Evaluation Criteria and Point System for reference.
5. Immediate dissemination of this Memorandum is desired.


TOLENTINO G. AQUINO
Director IV

Incls.: Evaluation Criteria

ESSD-SQC/MLO/MGP/2026 MEMO
March 11, 2026



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2026 SEARCH FOR BEST QUALITY WORKPLACE IMPLEMENTER

I. EVALUATION CRITERIA AND POINT SYSTEM

CRITERIA	POINTS
A. General Office Cleanliness and Waste Management (30 points)	
a) Waste materials are segregated	5
b) Trash bins are covered, labeled, and color-coded	5
c) Designated space for trash bins is provided	5
d) Plants are regularly watered and placed under the sun	3
e) Leaves are clean and regularly dusted	4
B. Workstation (45 points)	
1. Office Table (15 points)	
a) Nameplate is presented and visible to clients	4
b) Has a file box (maximum of 3 for on-process documents)	3
c) Contains only government property items needed for tasks	3
d) Trash bin for dry waste placed underneath	3
e) Small/medium sized boxed for personal items is orderly	2
2. Mobile Pedestal (8 points)	
a) Correct placement (under/beside table)	3
b) Properly labeled drawers: * 3-layer: Office Supplies/ Documents / Personal Items * 2-layer: Office Supplies/ Documents/ Personal Items	5
3. Office Chair (5 points)	
a) Correct placement (under/beside table)	2
b) Only one (1) pillow/back support allowed	2
c) One (1) Jacket/shawl/scarf allowed	1
4. Computer Unit (10 points)	
a) Uses official DepEd wallpaper	3
b) Desktop files in folders not exceeding 3 columns	3
c) Cable wires organized and not causing obstruction	2
d) Free from stickers, post-its, magnets, and similar items	2
5. Documents and Records (7 points)	
a) Physical/electronic files organized	2
b) Proper labeling and identification	1
c) Vertical filing observed	1
d) Password-protected confidential files; authorized access only	1
e) Storage areas organized, clean and dust-free	1
f) Proper preservation, retention and disposition	1
C. Staff observe proper decorum and appearance (5 points)	