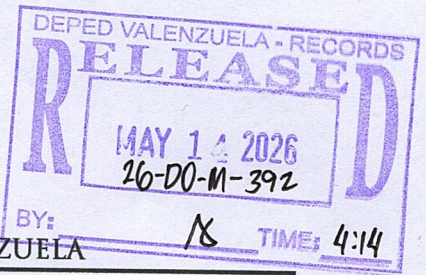




DepEd ICT Unit
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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF CITY OF VALENZUELA



**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
No. 0396 s. 2026

**DESIGNATION AS SUPERVISING HEAD OF
CLEAN AND GREEN SERVICES DIVISION**

To: OIC, Assistant Schools Division Superintendent
Chief Education Supervisors - CID and SGOD
Education Program Supervisors & Public Schools District Supervisors
Division Unit Heads & Specialists
All Elementary & Secondary School Heads/OICs
All Others Concerned

- Attached is a Memorandum from Hon. WESLIE T. GATCHALIAN, City Mayor, City Government of Valenzuela dated April 30, 2026 relative to Designation of Mr. AMADO Q. GIMPAYAN as Supervising Head of Clean and Green Services Division of the Public Sanitation and Cleanliness Office effective May 6, 2026.
- For information and guidance of all concerned.

NOEL D. BAGANO
Schools Division Superintendent

Encl.: As stated
References: As stated
To be indicated in the Perpetual Index
under the following subjects:

DESIGNATION CLEAN AND GREEN SERVICES DIVISION

MAE/KC - DESIGNATION AS SUPERVISING HEAD OF CLEAN AND GREEN SERVICES DIVISION
_____/May 11, 2026



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PRIME-HRM
LEVEL II ACCREDITED





TO : MR. AMADO Q. GIMPAYAN
VALENZUELA CITY TRANSPORTATION OFFICE

FROM : THE CITY MAYOR

DATE : 30 APRIL 2026

SUBJECT: DESIGNATION AS SUPERVISING HEAD OF
CLEAN AND GREEN SERVICES DIVISION

Effective May 6, 2026, you are hereby appointed as the **SUPERVISING HEAD of Clean and Green Division** of the Public Sanitation and Cleanliness Office.

Through the direction of Mr. Emmanuel S. Delesmo, you are expected to maintain public health, aesthetics, and environmental safety through consistent maintenance of public spaces.

These services, as shown in, and, generally include:

1. Core Street and Public Area Cleaning.
 - Sweeping and Washing: Regular manual and mechanical sweeping of roads, sidewalks, pedestrianized areas, and public squares to remove litter and debris.
 - Waste Container Maintenance: Emptying, cleaning, and repairing public litter bins especially in high-traffic or "hot spot" areas.
 - Drain Maintenance: Cleaning surface drains (side channels) to ensure free flow of rainwater and reduce blockages.
 - Specialized Cleaning: Removing graffiti, gum, debris from events, branches of trees that found to be safety hazards and leaves, as well as cleaning public monuments and roads.
2. Environmental and Safety Functions.
 - Sanitation and Disinfection: Sanitizing high-touch public areas, benches, and restrooms to prevent the spread of illness.
 - Pre and after Typhoon Services: Clearing debris and hazardous materials on the roads and sidewalks.
 - Pollution Prevention: Managing street waste to prevent debris from entering drains.
3. Financial and Resource Management
 - Budgeting: Developing and managing the departmental budget, ensuring that the financial expenditures of the office are within the appropriate budget including funding requests and cost-optimization strategies.
 - Contract Management: Overseeing contracts with private waste disposal companies, recycling firms, or logistics contractors.
 - Selling Recyclable Materials: Identifying opportunities to sell materials like metal, paper, or plastic to third parties for revenue.



4. Operational and Administrative Responsibilities.
 - Routine Scheduling: Implementing daily, weekly, or seasonal schedules for cleaning, often starting in the early morning to avoid busy hours.
 - Data-Driven Optimization: Measuring cleanliness using indices (like the Clean City Index) to improve efficiency, reduce costs, and address complaints.
 - Equipment Management: Maintaining and operating vehicles, sweepers, and tools like wide brooms and handcarts.
 - Public Awareness: Conducting educational campaigns to reduce littering, promote proper waste disposal, and encourage community participation.

5. Key Focus Areas for Effective Urban Cleaning
 - Behavioral Wastes: Addressing littering, pet waste, and cigarette butts through cleaning and enforcement.
 - Road Traffic Wastes: Removing oil, mud, and spillage from construction sites.
 - Natural Wastes: Clearing fallen leaves and vegetation.

6. Exercise such other powers and perform such other functions as may be prescribed by law or ordinance.

7. Performs such other functions as maybe assigned by the local Chief Executive.

For your information and proper guidance.


WESLIE T. GATCHALIAN

cc: All Concerned Offices and Units
HRMO
201 File
File