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Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

SGOD-2024-0450

To: Assistant Schools Division Superintendent  
Chief Education Supervisor (SGOD)  
Chief Education Supervisor (CID)  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads of Public Elementary and Secondary Schools  
All Concerned

Subject: **CONDUCT OF CLEAN-UP DRIVE AND IMPLEMENTATION OF THE  
"4:00 HABIT" FOR DENGUE PREVENTION AND OTHER MOSQUITO-  
BORNE DISEASES**

Date: September 16, 2024

Attached is Memorandum Order No. 954, Series of 2024 re: **Conduct of Clean-Up Drive and Implementation of the "4:00 Habit" for Dengue Prevention and other Mosquito-Borne Diseases**, contents of which are self-explanatory.

For your information and strict compliance.

For and in the absence of the Schools Division Superintendent

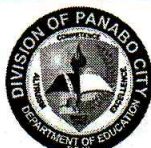
**BASILIO P. MANA-AY, JR., CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge

**RELEASED**

**SEP 17 2024**

RECORDS SECTION-SBO PANABO CITY  
BY 

SGOD/ABA/cjms



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**CHAMPION**  
**Panabo ONE**  
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**Empowering Champions in Education**  
through Journeying, Blending and Fostering commitment in  
providing quality education, MATATAG for all.





Republic of the Philippines  
Province of Davao del Norte  
CITY OF PANABO

## OFFICE OF THE CITY MAYOR

#13429  
*Service to Panaboans*  
*Service to God*

#24-13384

MEMORANDUM ORDER NO. 954  
Series of 2024

DepED Division of Panabo City  
RECORDS SECTION

RECEIVED  
SEP 10 2024

14:53 pm

TO : ALL DEPARTMENT HEADS AND EMPLOYEES  
OF THE CITY GOVERNMENT OF PANABO

ALL HEADS OF OFFICES AND EMPLOYEES OF NATIONAL GOVERNMENT  
AGENCIES IN THE NEW GOVERNMENT CENTER AND  
PANABO MULTIPURPOSE TOURISM CULTURAL AND SPORTS CENTER

SUBJECT : CONDUCT OF CLEAN-UP DRIVE AND IMPLEMENTATION OF THE "4:00 HABIT"  
FOR DENGUE PREVENTION AND OTHER MOSQUITO-BORNE DISEASES

DATE : SEPTEMBER 5, 2024

In line with our commitment in ensuring a safe and healthy environment for all, we are launching a clean-up drive aimed at preventing and controlling the spread of dengue and other mosquito-borne diseases. This initiative aligns with the directive from the Department of Health, Department of Interior and Local Government, and the provisions of Article 9 of City Ordinance No. 25, Series of 2011, with the goal of eliminating potential mosquito breeding sites through regular cleanliness activities.

As such, all employees of the City Government of Panabo and National Government Agencies shall conduct a clean-up drive and adopt the "4:00 Habit" as a proactive strategy to mitigate the transmission of dengue and other diseases transmitted by mosquitoes.

### Clean-Up Drive

Starting on **September 9, 2024, at 4:00 p.m. every day**, all employees are required to participate in a 30-minute clean-up drive at their respective offices and surrounding the City Hall premises. This involves:

- Searching for and eliminating stagnant water sources (potential breeding sites of mosquitoes).
- Ensuring that all containers, pots, and other items that can hold water are emptied and cleaned.
- Checking and cleaning gutters, drains, and other areas where water may accumulate.

### Other areas of concern

- SPO : Sangguniang Panlungsod premises  
CDRRMO : Command Center/old BIR premises  
CSWDO : Day Care Center/OSCA premises  
CENRO : Open field/area clearing of the New Government Center (NGC) and Panabo Multipurpose Tourism Cultural and Sports Center (PMTSCS) surroundings and the collection of garbage during the activity  
NGAs (NGC) : surrounding their respective office premises  
NGAs (PMTSCS) : PMTSCS premises





For **January 2025** and succeeding months, the simultaneous City wide clean-up drive will be held every **first Friday of the month** (*Article 9, Section 10(1) of C.O. No. 25-2011*).

All LGU/NGA Department Heads shall ensure the participation of their employees and oversee the clean-up activities.

**Information Dissemination and Reporting**

(City Information Office, CHO/Panabo City Dengue Council, City Disaster Risk Reduction and Management Office)

Updates and reminders about dengue prevention shall be shared through the social/broadcast media and printed EIC materials to increase awareness about the importance of cleanliness and the dangers of dengue and other mosquito-borne diseases and the implementation of the DOH 4S Strategy: 1) search and destroy breeding sites, 2) seek early consultation, 3) self-protect, and 4) say Yes to fogging only in hotspot areas.

The clean-up activities shall be documented and be submitted to the CDRRMC, for consolidation, and to be reported to the DOH and DILG Regional Offices.

**Roles of Government Agencies as Partners in Dengue Control**

(Art. 9, Sec. 12 of C.O. 25-2011)

- CHO - to spearhead programs deemed to propagate information, education and communication campaigns on Dengue prevention and shall serve as the coordinating body in establishing, mobilizing and strengthening local agencies and other stakeholders involved in the Dengue Prevention programs.
- CENRO - to promote source reduction by inspecting possible breeding places of *Aedes Egypti* and shall coordinate with every barangay and other stakeholders for the implementation of effective Waste Management
- CEO - to regularly monitor proper drainage system and shall provide measures which shall reduce breeding sources of mosquitos.
- DepEd - to cooperate with the City Health office for the conduct of information dissemination among the students and shall integrate the same in relevant school subjects.
- PNP - to oversee vigorous implementation of the Article.

Your cooperation and active participation in the clean-up drive are crucial in making this initiative successful for a safer and healthier environment.

For your information and guidance.

  
**JOSE E. RELAMPAGOS**  
City Mayor

cc: LTO, DEPED, PNP (NGC)  
COMELEC, DAR, PHILHEALTH (PMT CSC)