



Republic of the Philippines
Unified Student Financial Assistance System for Tertiary Education

Ground Floor, Bldg. E, UP Ayala Land Technohub Complex, Commonwealth Ave. Diliman Quezon City
Email: unifastsecretariat@ched.gov.ph



MEMORANDUM FROM THE OFFICE OF THE EXECUTIVE DIRECTOR

To : **UniFAST REGIONAL COORDINATORS
UniFAST CENTRAL OFFICE PERSONNEL**

Through : **OFFICE OF THE CHAIR AND COMMISSIONERS
DIRECTOR IV, CHED AFMS
REGIONAL OFFICE DIRECTORS / OFFICERS-IN-CHARGE**

From : 
Atty. RYAN L. ESTEVEZ
OIC, Executive Director IV, UniFAST

Subject : **TRAINING PROGRAM ON THE 7S OF GOOD HOUSEKEEPING
FOR UniFAST PERSONNEL**

Date : December 07, 2021

Good Housekeeping would mean keeping work areas neat and orderly, maintaining halls and floors free of slip and trip hazards, and removing of waste materials and other fire hazards from work areas. This is a basic part of all untoward incidents in our workplace that can be adopted by CHED-UniFAST to be able to perform and deliver quality service.

The CHED-UniFAST in coordination with CHED HRDD-AFMS is conducting a **Training Program on the 7S of Good Housekeeping** for all UniFAST Personnel on **December 10, 2021, 8:00 AM to 5:00 PM via Zoom** with the following credentials:

Meeting ID : 952 7769 7221
Password : 228715

Mr. Conrado Ilaog Dotong, MAT, PhD, and Dean of the Graduate School of the Lyceum of the Philippines University - Batangas, will serve as the resource person for the program.

This program is set to have a systematized approach to organize work areas, comply with rules and standards and maintain the discipline to do an excellent job.





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In this regard, you are hereby requested to authorize the UniFAST personnel under your Office to participate on the above-cited activity scheduled as follows:

Date of Activity	December 10, 2021 8am to 12nn	December 10, 2021 1pm to 5pm
Target participants/ Offices	UniFAST Secretariat Central Office, AFMS, CHEDROs I,II, IV, MIMAROPA and NCR	CHEDROs III, V, VI, VII, VIII, IX, X, XI, XII, BARMM, CAR and CARAGA

We look forward to your active participation. If you have other questions and/or clarifications, you may contact our office through the email address: unifastsecretariat@ched.gov.ph or Mr. Lambert Gansan, of CHED HRDD at Tel. No. 8441-1030 or email at hcmd@ched.gov.ph

Thank you for your full support and cooperation.

