



Republic of the Philippines  
**CAVITE STATE UNIVERSITY**  
Imus Campus  
Student Development Services  
**CENTRAL STUDENT GOVERNMENT**  
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**Office Memorandum**  
No. 05 2025-2026

**TO :** CENTRAL STUDENT GOVERNMENT  
OFFICERS AND COMMITTEE MEMBERS

**FROM :** ZOE R. GIL  
CSG President

**SUBJECT :** OFFICE CLEAN-UP DRIVE

**DATE :** November 11, 2025

The Central Student Government of Cavite State University – Imus Campus will hold a clean-up drive for all Executive Board, Board Members and Committee members on **November 11, 2025 (Wednesday), at 8:00 a.m. in the CSG Office.**

The agenda of the clean-up drive is as follows:

1. Clearing out unnecessary papers in every drawer.
2. Clearing and organizing the table by removing unneeded items.
3. Wiping and polishing trophies, awards, and displays.
4. Disposing of other clutter in the office.
5. Organizing the bulletin board and desk name.

All Executive Board and Board Members are required to do the clean-up drive. While, the committee members are highly encouraged. Those unable to participate must notify the President or the Secretary General and submit an excuse letter with a valid reason.

Thank you for your attention. We look forward to your cooperation in this matter.

Noted by:

**DR. ALFE M. SOLINA**  
CSG Adviser