

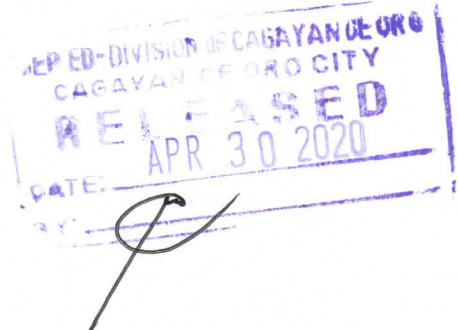


Republic of the Philippines  
**Department of Education**  
REGION X  
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM No. 238 s. 2020

TO : Assistant Schools Division Superintendent  
Chiefs, SGOD, CID  
Education Program Supervisors  
Public Schools District Supervisors  
All Division Office Personnel  
This Division

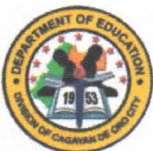


FROM : **CHERRY MAE L. LIMBACO**  
Schools Division Superintendent

SUBJECT : **ALTERNATIVE WORK ARRANGEMENT EXTENDED**

DATE : April 27, 2020

1. The Inter-Agency Task Force (IATF) for the Management of Emerging Infectious Disease has announced President Duterte's approval on the extension of the Luzon-wide enhanced community quarantine until May 15, 2020. The City Government of Cagayan de Oro also continues to implement Executive Order No. 049 - 2020 "An Order Placing The Entire City of Cagayan de Oro Under Community Quarantine To Help Prevent, Limit and Control Exposure To The Novel Coronavirus Disease 2019 (COVID-2019)". Hence, this Office continues to adopt the Alternative Work Arrangement on the following mode:
  - a. All personnel will report for two and a half (2.5) days a week.
  - b. The one hour noon break shall still be observed. The alternative work schedule shall be as follows:
    - Set A – Monday, Tuesday, Wednesday (8:00 a.m. – 12:00 noon)
    - Set B – Wednesday (1:00 p.m. – 5:00 p.m.), Thursday, Friday
2. Attached is the Alternative Work Arrangement which will start on May 4, 2020 and will continue to be enforced until further notice.
3. All personnel are directed that the normal workweek with the corresponding services shall be maintained.
4. For information and compliance.



Address: Fr. William F. Masterson Avenue, Upper Balulang, Cagayan de Oro City  
Telephone: (08822) – 8550048



## OFFICE WORKWEEK PLAN

Department of Education  
Division of Cagayan de Oro City

	Position	Days of Work Attendance and Time and Period							Signature
		Monday	Tue	Wed AM	Wed PM	Thurs.	Fri		
CHERRY MAE L. LIMBACO	SDS				On-site (12pm-5pm)	On-site (8am-5pm)	On-site (8am-5pm)		
ALICIA E. ANGHAY	ASDS	On-site (8am-5pm)	On-site (8am-5pm)	On-site (8am-12nn)					
ALVIC MARIE B. SALCEDO	ADAS II				On-site (1pm-5pm)	On-site (8am-5pm)	On-site (8am-5pm)		
CHARISE MAY D. RECIÑA	ADA VI	On-site (8am-5pm)	On-site (8am-5pm)	On-site (8am-12nn)					
ANGELA VINCENT TORRES	JO	On-site (8am-5pm)	On-site (8am-5pm)	On-site (8am-12nn)					
LAURENCE EDGARDO A. DEL PUERTO	ATTY III				On-site (1pm-5pm)	On-site (8am-5pm)	On-site (8am-5pm)		
SHARISSE L. JALA	ADAS II				On-site (1pm-5pm)	On-site (8am-5pm)	On-site (8am-5pm)		
JAMES ROBERTO Z. SIJO	ITO				On-site (1pm-5pm)	On-site (8am-5pm)	On-site (8am-5pm)		
MARILOU F. NAVAJA	AO IV							ON LEAVE	
JOANNE A. DELA ROSA	ADA I				On-site (1pm-5pm)	On-site (8am-5pm)	On-site (8am-5pm)		
<b>Personnel</b>									
APRIL ANN U. TANCONGCO	ADAS III	On-site (8am-5pm)	On-site (8am-5pm)	On-site (8am-12nn)					
MARIFE A. ABROGAR	ADAS III				On-site (1pm-5pm)	On-site (8am-5pm)	On-site (8am-5pm)		
ANN MARIE LARANGIO	ADAS III				On-site (1pm-5pm)	On-site (8am-5pm)	On-site (8am-5pm)		
MEIA R. PACTURAN	AO II	On-site (8am-5pm)	On-site (8am-5pm)	On-site (8am-12nn)					
EFREN B. FACUN	AO II	On-site (8am-5pm)	On-site (8am-5pm)	On-site (8am-12nn)					
EVANGELINE B. LOZADA	AO II	On-site (9am-5pm)	On-site (9am-5pm)	On-site (8am-12nn)					
BEATRIZ G. ALILIM	AO II				On-site (1pm-5pm)	On-site (8am-5pm)	On-site (8am-5pm)		
<b>Cashier</b>									
ELIZABETH T. DANGAZO	AO IV	On-site (8am-5pm)	On-site (8am-5pm)	On-site (8am-12nn)					
MARIVEL O. PATES	ADA VI				On-site (1pm-5pm)	On-site (8am-5pm)	On-site (8am-5pm)		
<b>Records</b>									
KRISTIAN B. MURILLO	AO IV	On-site (8am-5pm)	On-site (8am-5pm)	On-site (8am-12nn)					
IRENE H. LOFRANCO	ADAS III	On-site (8am-5pm)	On-site (8am-5pm)	On-site (8am-12nn)					
ROCHE D. UNDAG	ADAS III				On-site (1pm-5pm)	On-site (8am-5pm)	On-site (8am-5pm)		
FLORIE M. PALARCA	ADA VI				On-site (1pm-5pm)	On-site (8am-5pm)	On-site (8am-5pm)		
<b>Supply</b>									
LAVERNE L. MERCADO	AO IV	On-site (8am-5pm)	On-site (8am-5pm)	On-site (8am-12nn)					
IGNACIO A. GABULE JR.	AO II	On-site (8am-5pm)	On-site (8am-5pm)	On-site (8am-12nn)					
GLEVEN CHITO B. MANAUG	ADAS II				On-site (1pm-5pm)	On-site (8am-5pm)	On-site (8am-5pm)		
<b>Payroll Services</b>									
LOUIE B. BANAAG	ADAS III				On-site	On-site	On-site		




DARLENE B. PALAMINE	ADAS III	On-site (8am-5pm)	On-site (8am-5pm)	On-site (8am-12nn)			
PERCY BRIAN T. TABUAN	ADAS II	On-site (8am-5pm)	On-site (8am-5pm)	On-site (8am-12nn)			
<b>Drivers/ Messengers</b>							
CYRIL JAMES B. CASINILLO	ADA IV				On-site (1pm-5pm)	On-site (8am-5pm)	On-site (8am-5pm)
NESTOR U. CANILLAS	ADA III				On-site (1pm-5pm)	On-site (8am-5pm)	On-site (8am-5pm)
JAYSON A. RABANES	LSB	On-site (8am-5pm)	On-site (8am-5pm)	On-site (8am-12nn)			
<b>Accounting</b>							
ARNEL A. CALUBAG, CPA	ACCTG				On-site (1pm-5pm)	On-site (8am-5pm)	On-site (8am-5pm)
MARY JANE C. BORJA	ADAS III	On-site (8am-5pm)	On-site (8am-5pm)	On-site (8am-12nn)			
RYAM FIL T. BAHIAN	ADAS III				On-site (1pm-5pm)	On-site (8am-5pm)	On-site (8am-5pm)
LORENA L. DALAUTA	ADAS III				On-site (1pm-5pm)	On-site (8am-5pm)	On-site (8am-5pm)
NANNETH A. LARGO	ADAS III				On-site (1pm-5pm)	On-site (8am-5pm)	On-site (8am-5pm)
MARIONE BEDREJO	ADAS III				On-site (1pm-5pm)	On-site (8am-5pm)	On-site (8am-5pm)
MARRIDEL L. PEIDAD	ADAS III				On-site (1pm-5pm)	On-site (8am-5pm)	On-site (8am-5pm)
LLOYD MICHAEL D. SAMODAL	ADAS III	On-site (8am-5pm)	On-site (8am-5pm)	On-site (8am-12nn)			
ROWENA B. CALFOFORO	ADAS III	On-site (8am-5pm)	On-site (8am-5pm)	On-site (8am-12nn)			
CATHERINE PATUNGCAL	ADAS II				On-site (1pm-5pm)	On-site (8am-5pm)	On-site (8am-5pm)
CATHERINE OCATE	JO	On-site (8am-5pm)	On-site (8am-5pm)	On-site (8am-12nn)			
MITOS TESSA B. DUETES	ADAS III	On-site (8am-5pm)	On-site (8am-5pm)	On-site (8am-12nn)			
REY IAN BERNALDEZ	JO	On-site (8am-5pm)	On-site (8am-5pm)	On-site (8am-12nn)			
<b>Budget</b>							
ROMIEL S. VALLENTE	AO V	On-site (8am-5pm)	On-site (8am-5pm)	On-site (8am-12nn)			
RYAN C. SAMBAAN	ADA IV	On-site (8am-5pm)	On-site (8am-5pm)	On-site (8am-12nn)			
DONNACELLE F. ERNACIO	ADAS III				On-site (1pm-5pm)	On-site (8am-5pm)	On-site (8am-5pm)
LOREBINA C. CARRASCO	Chief				On-site (1pm-5pm)	On-site (8am-5pm)	On-site (8am-5pm)
ROMEO B. ACLO	EPS				On-site (1pm-5pm)	On-site (8am-5pm)	On-site (8am-5pm)
JUAN A. MINGO	EPS	On-site (8am-5pm)	On-site (8am-5pm)	On-site (8am-12nn)			
EDUARDO T. CARTEL, Ph.D.	EPS	On-site (8am-5pm)	On-site (8am-5pm)	On-site (8am-12nn)			
JEAN S. MACASERO	EPS	On-site (8am-5pm)	On-site (8am-5pm)	On-site (8am-12nn)			
SOL P. ACERON	EPS				On-site (1pm-5pm)	On-site (8am-5pm)	On-site (8am-5pm)
RAY O. MAGHUYOP	EPS				On-site (1pm-5pm)	On-site (8am-5pm)	On-site (8am-5pm)
JINKY M. ARNEJO	PSDS				On-site (1pm-5pm)	On-site (8am-5pm)	On-site (8am-5pm)
MILAGROS P. RECAMADAS	PSDS	On-site (8am-5pm)	On-site (8am-5pm)	On-site (8am-12nn)			
ANITA M. GOMEZ	PSDS				On-site (1pm-5pm)	On-site (8am-5pm)	On-site (8am-5pm)
MARIFE A. RAMOS	PSDS	On-site (8am-5pm)	On-site (8am-5pm)	On-site (8am-12nn)			
ANITA M. GOCHUCO	PSDS				On-site (1pm-5pm)	On-site (8am-5pm)	On-site (8am-5pm)
SHIRLEY A. MERIDA, Ph.D.	PSDS	On-site (8am-5pm)	On-site (8am-5pm)	On-site (8am-12nn)			



CYNTHIA V. YAÑEZ	PSDS	On-site (8am-5pm)	On-site (8am-5pm)	On-site (8am-12nn)				
MARGIE G. ANDRADE, Ph.D.	PSDS				On-site (1pm-5pm)	On-site (8am-5pm)	On-site (8am-5pm)	
PORFERIO D. PADINIT JR.	PSDS	On-site (8am-5pm)	On-site (8am-5pm)	On-site (8am-12nn)				
JANRY B. COLONIA, Ph.D.	EPS				On-site (1pm-5pm)	On-site (8am-5pm)	On-site (8am-5pm)	
JULIETA N. DOLERO	EPS	On-site (8am-5pm)	On-site (8am-5pm)	On-site (8am-12nn)				
JANUARY GAY T. VALENZONA, Ph.D.	EPS	On-site (8am-5pm)	On-site (8am-5pm)	On-site (8am-12nn)				
JERRY ROBLE	EPS				On-site (1pm-5pm)	On-site (8am-5pm)	On-site (8am-5pm)	
MARK JOHN T. GABULE	EPS	On-site (8am-5pm)	On-site (8am-5pm)	On-site (8am-12nn)				
CARLA MAY S. DELA CERNA	ADAS II				On-site (1pm-5pm)	On-site (8am-5pm)	On-site (8am-5pm)	
JOEL D. POTANE, Ph.D.	SEPS	On-site (8am-5pm)	On-site (8am-5pm)	On-site (8am-12nn)				
GEMMA P. PAJAYON	PDO II				On-site (1pm-5pm)	On-site (8am-5pm)	On-site (8am-5pm)	
LANIE M. SIGNO	LIB II	On-site (8am-5pm)	On-site (8am-5pm)	On-site (8am-12nn)				
ROSALIO R. VITORILLO	CHIEF	On-site (8am-5pm)	On-site (8am-5pm)	On-site (8am-12nn)				
EULOGIO R. SUANER JR.	EPS I				On-site (1pm-5pm)	On-site (8am-5pm)	On-site (8am-5pm)	
SHEILA B. LAGRAMA	REGISTR AR	On-site (8am-5pm)	On-site (8am-5pm)	On-site (8am-12nn)				
ELEANOR H. ROLLAN	SEPS	On-site (8am-5pm)	On-site (8am-5pm)	On-site (8am-12nn)				
LILIBETH L. LOGRONIO	ADAS I				On-site (1pm-5pm)	On-site (8am-5pm)	On-site (8am-5pm)	
JEAN T. LOQUILLANO, Ph.D.	SEPS				On-site (1pm-5pm)	On-site (8am-5pm)	On-site (8am-5pm)	
JIMBOY S. EUGENIO	EPS II				On-site (1pm-5pm)	On-site (8am-5pm)	On-site (8am-5pm)	
RYAN Q. BLANCO	PDO II	On-site (8am-5pm)	On-site (8am-5pm)	On-site (8am-12nn)				
BALDOMERO MARK B. MESO III, MD	M.O III	On-site (8am-5pm)	On-site (8am-5pm)	On-site (8am-12nn)				
JAMCEL A. CHACON, DDM	DENTIS T				On-site (1pm-5pm)	On-site (8am-5pm)	On-site (8am-5pm)	
MA. ISABEL T. CHAVES	NURSE II				On-site (1pm-5pm)	On-site (8am-5pm)	On-site (8am-5pm)	
ARLIE D. PACALA	DENTAL AIDE	On-site (8am-5pm)	On-site (8am-5pm)	On-site (8am-12nn)				
ELY V. MAMA CLAY II	ENGR III				On-site (1pm-5pm)	On-site (8am-5pm)	On-site (8am-5pm)	
ARIEL L. ARAÑEZ	ENGR II	On-site (8am-5pm)	On-site (8am-5pm)	On-site (8am-12nn)				
ALROSE A. VELOZ	JO	On-site (8am-5pm)	On-site (8am-5pm)	On-site (8am-12nn)				
DERROLD MARL S. AVES, Ph.D.	SEPS	On-site (8am-5pm)	On-site (8am-5pm)	On-site (8am-12nn)				
MARY ANTHONY C. SIERAS	EPS III	On-site (8am-5pm)	On-site (8am-5pm)	On-site (8am-12nn)				
RODOLFO R. BAYETA, JR.	PO III	On-site (8am-5pm)	On-site (8am-5pm)	On-site (8am-12nn)				
PUREZA V. CAMONIAS	AO II	On-site (8am-5pm)	On-site (8am-5pm)	On-site (8am-12nn)				

VERGILBOB M. GOMEZ	ADAS II				On-site (1pm-5pm)	On-site (8am-5pm)	On-site (8am-5pm)	
LEAH P. MANZANO	PDO I				On-site (1pm-5pm)	On-site (8am-5pm)	On-site (8am-5pm)	
JAIRUS JOHN M. GOCHUCO	PDO I	On-site (8am-5pm)	On-site (8am-5pm)	On-site (8am-12nn)				
EYZAVILLE Q. MONTEZA	JO	On-site (8am-5pm)	On-site (8am-5pm)	On-site (8am-12nn)				
JANE VASALLO	ADAS III				On-site (1pm-5pm)	On-site (8am-5pm)	On-site (8am-5pm)	

Submitted by:

  
 CHERRY MAE L. LIMBACO  
 Schools Division Superintendent  
 Date: