

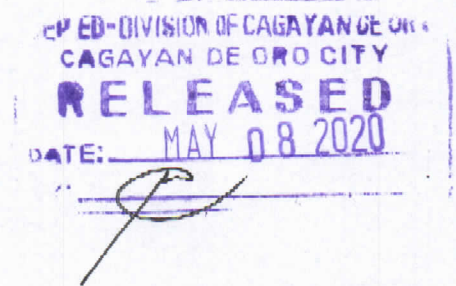


Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM No. 245 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 : **NEW SCHEDULE FOR ALTERNATIVE WORK ARRANGEMENT**

DATE : May 8, 2020

1. In response to the city's current situation on the number of persons who are Probable, Suspect and Confirmed of COVID-19 and CSC Memorandum Circular No.7,s. 2020 "Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government for the Duration of the State of Public Health Emergency", this Office adopts the new Alternative Work Arrangement starting May 11, 2020 and will remain in effect until further notice.
2. All personnel will report for two (2) days a week and will render service for eight (8) hours per day.
3. Personnel who are 60 years old and above and those who are having medical conditions will only report for one (1) day per week.
4. Each personnel shall submit an Individual Workweek Plan and an Individual Workweek Accomplishment Report.
5. The Modified Work Schedule for the ninety – six (96) personnel shall be as follows:
 - Set A - Monday, Tuesday (on site), Wednesday- Friday (work from home)
 - Set B - Tuesday, Wednesday (on site), Monday, Thursday, Friday (work from home)
 - Set C - Thursday, Friday (on site), Monday- Wednesday (work from home)
6. Attached is the New Alternative Work Schedule.
7. This Office ensures that the normal workweek with the corresponding services shall be maintained. This work arrangement will be adopted until further notice.
8. For compliance.



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

OFFICE ALTERNATIVE WORK SCHEDULE

(Effective May 11, 2020 until further notice)

Department of Education
Division of Cagayan de Oro City

	Position	Days of Work Attendance and Time and Period					
		Mon.	Tues.	Wed.	Thurs.	Fri	
					On-site	On-site	
CHERRY MAE L. LIMBACO	SDS				On-site	On-site	
ALICIA E. ANGHAY	ASDS	On-site	On-site				
ALVIC MARIE B. SALCEDO	ADAS II						*With medical condition
CHARISE MAY D. RECIÑA	ADA VI	On-site	On-site				
ANGELA VINCENT TORRES	JO	On-site	On-site	On-site			
LAURENCE EDGARDO A. DEL PUERTO	ATTY III				On-site	On-site	
SHARISSE L. JALA	ADAS II				On-site	On-site	
JAMES ROBERTO Z. SIJO	ITO		On-site	On-site			
MARILOU F. NAVAJA	AO IV						ON LEAVE
JOANNE A. DELA ROSA	ADA I				On-site	On-site	
Personnel							
APRIL ANN U. TANCONGCO	ADAS III	On-site	On-site				
MARIFE A. ABROGAR	ADAS III				On-site	On-site	
ANN MARIE LARANGJO	ADAS III				On-site	On-site	
MEIA R. PACTURAN	AO II		On-site	On-site			
EFREN B. FACUN	AO II	On-site	On-site				
EVANGELINE B. LOZADA	AO II						*With medical condition
BEATRIZ G. ALILIN	AO II			On-site	On-site		
Cashier							
ELIZABETH T. DANGAZO	AO IV	On-site	On-site				
MARIVEL O. PATES	ADA VI			On-site	On-site		
Records							
KRISTIAN B. MURILLO	AO IV		On-site	On-site			
IRENE H. LOFRANCO	ADAS III	On-site	On-site				
ROCHE U. BUDIONGAN	ADAS III				On-site	On-site	
FLORIE M. PALARCA	ADA VI				On-site	On-site	
Supply							
LAVERNE L. MERCADO	AO IV	On-site	On-site				
IGNACIO A. GABULE JR.	AO II		On-site	On-site			
GLEVEN CHITO B. MANAUG	ADAS II				On-site	On-site	
Payroll Services							
LOUIE B. BANAAG	ADAS III				On-site (8am-5pm)	On-site (8am-5pm)	
DARLENE B. PALAMINE	ADAS III	On-site	On-site				
PERCY BRIAN T. TABUAN	ADAS II	On-site	On-site				
Drivers/ Messengers							

CYRIL JAMES B. CASINILLO	ADA IV				On-site	On-site	
NESTOR U. CANILLAS	ADA III			On-site	On-site		
JAYSON A. RABANES	LSB	On-site	On-site				
Accounting							
ARNEL A. CALUBAG, CPA	ACCTG				On-site	On-site	
MARY JANE C. BORJA	ADAS III	On-site	On-site				
RYAM FIL T. BAHIAN	ADAS III				On-site	On-site	
LORENA L. DALAUTA	ADAS III			On-site	On-site		
NANNETH A. LARGO	ADAS III				On-site	On-site	
MARIONE BEDREJO	ADAS III			On-site	On-site		
MARRIDEL L. PEIDAD	ADAS III			On-site	On-site		
LLOYD MICHAEL D. SAMODAL	ADAS III	On-site	On-site				
ROWENA B. CALFOFORO	ADAS III	On-site	On-site				
CATHERINE PATUNGCAL	ADAS II				On-site	On-site	
CATHERINE OCATE	JO		On-site	On-site			
MITOS TESSA B. DUETES	ADAS III	On-site	On-site				
REY IAN BERNALDEZ	JO	On-site	On-site				
Budget							
ROMIEL S. VALLENTE	AO V		On-site	On-site			
RYAN C. SAMBAAN	ADA IV	On-site	On-site				
DONNACELLE F. ERNACIO	ADAS III				On-site	On-site	
LOREBINA C. CARRASCO	OIC Chief				On-site	On-site	
ROMEO B. ACLO	EPS		On-site	On-site			
JUAN A. MINGO	EPS	On-site	On-site				
EDUARDO T. CARTEL, Ph.D.	EPS	On-site					
JEAN S. MACASERO	EPS	On-site	On-site				
SOL P. ACERON	EPS	On-site	On-site				
RAY O. MAGHUYOP	EPS		On-site	On-site			
JINKY M. ARNEJO	PSDS	On-site	On-site				
MILAGROS P. RECAMADAS	PSDS				On-site	On-site	
ANITA M. GOMEZ	PSDS			On-site			
MARIFE A. RAMOS	PSDS		On-site	On-site			
ANITA M. GOCHUCO	PSDS				On-site	On-site	
SHIRLEY A. MERIDA, Ph.D.	PSDS				On-site	On-site	
CYNTHIA V. YAÑEZ	PSDS		On-site	On-site			
MARGIE G. ANDRADE, Ph.D.	PSDS		On-site	On-site			
PORFERIO D. PADINIT JR.	PSDS			On-site			
JANRY B. COLONIA, Ph.D.	EPS				On-site	On-site	
JULIETA N. DOLERO	EPS		On-site	On-site			
JANUARY GAY T. VALENZONA, Ph.D.	EPS		On-site	On-site			
JERRY ROBLE	EPS		On-site	On-site			
MARK JOHN T. GABULE	EPS				On-site	On-site	
CARLA MAY S. DELA CERNA	ADAS II				On-site	On-site	
JOEL D. POTANE, Ph.D.	SEPS	On-site	On-site				
GEMMA P. PAJAYON	PDO II				On-site	On-site	
LANIE M. SIGNO	LIB II		On-site	On-site			
ROSALIO R. VITORILLO	CHIEF	On-site	On-site				
EULOGIO R. SUANER JR.	EPS I				On-site	On-site	
SHEILA B. LAGRAMA	REGISTRAR		On-site	On-site			

ELEANOR H. ROLLAN	SEPS		On-site	On-site			
LILIBETH L. LOGRONIO	ADAS I				On-site	On-site	
JEAN T. LOQUILLANO, Ph.D.	SEPS		On-site	On-site			
JIMBOY S. EUGENIO	EPS II				On-site	On-site	
RYAN Q. BLANCO	PDO II		On-site	On-site			
BALDOMERO MARK B. MESO III, MD	M.O III	On-site	On-site				
JAMCEL A. CHACON, DDM	DENTIST				On-site	On-site	
MA. ISABEL T. CHAVES	NURSE II				On-site	On-site	
ARLIE D. PACALA	DENTAL AIDE		On-site	On-site			
ELY V. MAMA CLAY II	ENGR III				On-site	On-site	
ARIEL L. ARAÑEZ	ENGR II	On-site	On-site				
ALROSE A. VELOZ	JO		On-site	On-site			
DERROLD MARL S. AVES, Ph.D.	SEPS		On-site	On-site			
MARY ANTHONY C. SIERAS	EPS II				On-site	On-site	
RODOLFO R. BAYETA, JR.	PO III	On-site	On-site				
PUREZA V. CAMONIAS	AO II		On-site	On-site			
VERGILBOB M. GOMEZ	ADAS II				On-site	On-site	
LEAH P. MANZANO	PDO I		On-site	On-site			
JAIRUS JOHN M. GOCHUCO	PDO I		On-site	On-site			
EYZAVILLE Q. MONTEZA	JO	On-site	On-site				
JANE VASALLO	ADAS III				On-site	On-site	