



March 17, 2020

**RELEASED**

DATE: 17 MAR 2020 5:01 PM

**DIVISION MEMORANDUM**  
NO. 94, s. 2020

**OBSERVATION OF THE FOUR (4)-DAY WORKWEEK IN RELATION TO  
CSC MEMORANDUM CIRCULAR NO. 7, S. 2020**

To: All Non-teaching Personnel  
This Division

1. Relative to Civil Service Commission 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 Pursuant to Proclamation 922, s. 2020), this Office is advising all personnel to adopt the 4-day Workweek within the period declared as *State of Public Health Emergency*.
2. The 4-day Workweek shall mean that the individual workweek is reduced to four (4) days only effective March 17, 2020 to April 14, 2020 or as the Presidential Proclamation No. 922, s. 2020 will be lifted. However, the number of hours per day is increased to 10 hours like 7:00AM to 12:00AM and 1:00PM to 6:00PM so that the forty (40) hours rendered per week shall be met.
3. On top of these, you are hereby directed to submit your individual weekly accomplishment report direct to DepEd Tangub City email address ([tangub.city@deped.gov.ph](mailto:tangub.city@deped.gov.ph)) or facebook page ([Deped Tangub City](#)) to ensure that public health objectives are achieved and delivery of public service is not prejudiced.
4. Wide dissemination of this Memorandum is desired.

**AGUSTINES E. CEPE, CESO V**  
Schools Division Superintendent





REPUBLIC OF THE PHILIPPINES  
 Department of Education  
 REGION X - NORTHERN MINDANAO  
**DIVISION OF TANGUB CITY**

## WORK SCHEDULE

OFFICE	NAME	DAY-OFF	PRESENT	TIME
SGOD	Myrna T. Regidor	Friday	Monday, Tuesday, Wednesday, Thursday	7:00 am – 6:00 pm
SGOD	Mario Esteban C. Arsenal	Friday	Monday, Tuesday, Wednesday, Thursday	7:00 am – 6:00 pm
SGOD	Rene Boy G. Roxas	Friday	Monday, Tuesday, Wednesday, Thursday	7:00 am – 6:00 pm
SGOD	Dorothy P. Neri	Wednesday	Monday, Tuesday, Thursday, Friday	7:00 am – 6:00 pm
SGOD	Wilfredo B. Cañete	Monday	Tuesday, Wednesday, Thursday, Friday	7:00 am – 6:00 pm
SGOD	Bride Joy M. Candano	Monday	Tuesday, Wednesday, Thursday, Friday	7:00 am – 6:00 pm
SGOD	Liegh S. Enayo	Friday	Monday, Tuesday, Wednesday, Thursday	7:00 am – 6:00 pm
SGOD	Redeemer D. Denapo	Monday	Tuesday, Wednesday, Thursday, Friday	7:00 am – 6:00 pm
SGOD	Wilson M. Ozaraga	Friday	Monday, Tuesday, Wednesday, Thursday	7:00 am – 6:00 pm
SGOD	Arriel B. Mehoy	Monday	Tuesday, Wednesday, Thursday, Friday	7:00 am – 6:00 pm
SGOD	Rowena B. Sumagang	Friday	Monday, Tuesday, Wednesday, Thursday	7:00 am – 6:00 pm
SGOD	Cecille Louelle A. Gulbe	Monday	Tuesday, Wednesday, Thursday, Friday	7:00 am – 6:00 pm
SGOD	Jun Clifford C. Estrella	Tuesday	Monday, Wednesday, Thursday, Friday	7:00 am – 6:00 pm
SGOD	Winnie T. Mendoza	Thursday	Monday, Tuesday, Wednesday, Friday	7:00 am – 6:00 pm
SGOD	Lourben Mae O. Lumasag	Friday	Monday, Tuesday, Wednesday, Thursday	7:00 am – 6:00 pm





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OFFICE	NAME	DAY-OFF	PRESENT	TIME
CID	Roger F. Duhaylungsod	Monday	Tuesday, Wednesday, Thursday, Friday	7:00 am – 6:00 pm
CID	Puriza L. Legaspi	Monday	Tuesday, Wednesday, Thursday, Friday	7:00 am – 6:00 pm
CID	Anna Lou B. Flores	Monday	Tuesday, Wednesday, Thursday, Friday	7:00 am – 6:00 pm
CID	Lorna C. Peñonal	Tuesday	Monday, Wednesday, Thursday, Friday	7:00 am – 6:00 pm
CID	Jolito P. Vince	Tuesday	Monday, Wednesday, Thursday, Friday	7:00 am – 6:00 pm
CID	Eleazar B. Peñonal	Tuesday	Monday, Wednesday, Thursday, Friday	7:00 am – 6:00 pm
CID	Carmelita A. Jubay	Wednesday	Monday, Tuesday, Thursday, Friday	7:00 am – 6:00 pm
CID	Porterio A. Mosiguera	Wednesday	Monday, Tuesday, Thursday, Friday	7:00 am – 6:00 pm
CID	Relita P. Decina	Wednesday	Monday, Tuesday, Thursday, Friday	7:00 am – 6:00 pm
CID	Romel E. Huertas	Thursday	Monday, Tuesday, Wednesday, Friday	7:00 am – 6:00 pm
CID	Sheldon F. Honculada	Thursday	Monday, Tuesday, Wednesday, Friday	7:00 am – 6:00 pm
CID	Delilah L. Laping	Thursday	Monday, Tuesday, Wednesday, Friday	7:00 am – 6:00 pm
CID	Jomah Lee U. Jakosalem	Friday	Monday, Tuesday, Wednesday, Thursday	7:00 am – 6:00 pm
CID	Efleda D. Enerio	Friday	Monday, Tuesday, Wednesday, Thursday	7:00 am – 6:00 pm
CID	Gina L. Mandawe	Friday	Monday, Tuesday, Wednesday, Thursday	7:00 am – 6:00 pm





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OFFICE	NAME	DAY-OFF	PRESENT	TIME
Personnel	Delma R. Denapo	Monday	Tuesday, Wednesday, Thursday, Friday	7:00 am – 6:00 pm
Personnel	Carelyn L. Villegas	Thursday	Monday, Tuesday, Wednesday, Friday	7:00 am – 6:00 pm
Personnel	Reabelle Ann I. Huertas	Friday	Monday, Tuesday, Wednesday, Thursday	7:00 am – 6:00 pm
Personnel	Geraldine C. Benghit	Monday	Tuesday, Wednesday, Thursday, Friday	7:00 am – 6:00 pm
Personnel	Armando D. Cabahug	Tuesday	Monday, Wednesday, Thursday, Friday	7:00 am – 6:00 pm
Personnel	John Mike C. Alduheza	Monday	Tuesday, Wednesday, Thursday, Friday	7:00 am – 6:00 pm
Personnel	Maria Charlyn S. Sarto	Friday	Monday, Tuesday, Wednesday, Thursday	7:00 am – 6:00 pm
Admin	Margissa T. Amen	Friday	Monday, Tuesday, Wednesday, Thursday	7:00 am – 6:00 pm
Admin	Mary Grace B. Macas	Wednesday	Monday, Tuesday, Thursday, Friday	7:00 am – 6:00 pm
Admin	Leonila S. Urbano	Friday	Monday, Tuesday, Wednesday, Thursday	7:00 am – 6:00 pm
Admin	Jocelyn P. Dimpaso	Monday	Tuesday, Wednesday, Thursday, Friday	7:00 am – 6:00 pm
Budget	Marites C. Suminguit	Monday	Tuesday, Wednesday, Thursday, Friday	7:00 am – 6:00 pm
Budget	Eldon H. Ocampos	Friday	Monday, Tuesday, Wednesday, Thursday	7:00 am – 6:00 pm
Budget	Joseph Henry S. Sarto	Friday	Monday, Tuesday, Wednesday, Thursday	7:00 am – 6:00 pm
Budget	Janrey M. Arabejo	Monday	Tuesday, Wednesday, Thursday, Friday	7:00 am – 6:00 pm





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OFFICE	NAME	DAY-OFF	PRESENT	TIME
Cash	Krizza Lorraine E. Duhaylungsod	Friday	Monday, Tuesday, Wednesday, Thursday	7:00 am – 6:00 pm
Cash	Nelia B. Claro	Monday	Tuesday, Wednesday, Thursday, Friday	7:00 am – 6:00 pm
Accounting	Anna Daphne C. Mugar	Friday	Monday, Tuesday, Wednesday, Thursday	7:00 am – 6:00 pm
Accounting	Elisa E. Gomez	Friday	Monday, Tuesday, Wednesday, Thursday	7:00 am – 6:00 pm
Accounting	Virginia U. Fernandez	Friday	Monday, Tuesday, Wednesday, Thursday	7:00 am – 6:00 pm
Accounting	Christine F. Burlat	Monday	Tuesday, Wednesday, Thursday, Friday	7:00 am – 6:00 pm
Accounting	Ronelle D. Silada	Monday	Tuesday, Wednesday, Thursday, Friday	7:00 am – 6:00 pm
Accounting	Jhinn E. Ewican	Monday	Tuesday, Wednesday, Thursday, Friday	7:00 am – 6:00 pm
Library	Biniplie M. Tapao	Friday	Monday, Tuesday, Wednesday, Thursday	7:00 am – 6:00 pm
Library	Judith E. Sullano	Monday	Tuesday, Wednesday, Thursday, Friday	7:00 am – 6:00 pm
Library	Julius C. Estrella	Wednesday	Monday, Tuesday, Thursday, Friday	7:00 am – 6:00 pm
Supply	Ronie E. Senarillos	Friday	Monday, Tuesday, Wednesday, Thursday	7:00 am – 6:00 pm
Supply	Wilson A. Lopez	Monday	Tuesday, Wednesday, Thursday, Friday	7:00 am – 6:00 pm
Supply	Happy A. Lui	Monday	Tuesday, Wednesday, Thursday, Friday	7:00 am – 6:00 pm
ICT	Alden M. Antonio	Friday	Monday, Tuesday, Wednesday, Thursday	7:00 am – 6:00 pm





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OFFICE	NAME	DAY-OFF	PRESENT	TIME
School Assignment	Julie B. Ungab	Monday	Tuesday, Wednesday, Thursday, Friday	7:00 am – 6:00 pm
School Assignment	Rustica A. Monasterio	Monday	Tuesday, Wednesday, Thursday, Friday	7:00 am – 6:00 pm
School Assignment	Angelita S. Catipay	Monday	Tuesday, Wednesday, Thursday, Friday	7:00 am – 6:00 pm
School Assignment	Jerem R. Candano	Monday	Tuesday, Wednesday, Thursday, Friday	7:00 am – 6:00 pm
School Assignment	Jairen Rey C. Patulada	Monday	Tuesday, Wednesday, Thursday, Friday	7:00 am – 6:00 pm
School Assignment	Sherly H. Amemong	Monday	Tuesday, Wednesday, Thursday, Friday	7:00 am – 6:00 pm
School Assignment	Marvhel J. Marata	Monday	Tuesday, Wednesday, Thursday, Friday	7:00 am – 6:00 pm
School Assignment	Cherilyn C. Urbano	Monday	Tuesday, Wednesday, Thursday, Friday	7:00 am – 6:00 pm
School Assignment	Marilou N. Calunsag	Monday	Tuesday, Wednesday, Thursday, Friday	7:00 am – 6:00 pm
School Assignment	Rodrigo A. Telmo	Monday	Tuesday, Wednesday, Thursday, Friday	7:00 am – 6:00 pm
School Assignment	Rodolfo P. Geraldizo	Monday	Tuesday, Wednesday, Thursday, Friday	7:00 am – 6:00 pm
School Assignment	Joy T. Datoy	Monday	Tuesday, Wednesday, Thursday, Friday	7:00 am – 6:00 pm
School Assignment	Alice P. Troniado	Monday	Tuesday, Wednesday, Thursday, Friday	7:00 am – 6:00 pm





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OFFICE	NAME	DAY-OFF	PRESENT	TIME
School Assignment	Freche T. Arabejo	Friday	Monday, Tuesday, Wednesday, Thursday	7:00 am – 6:00 pm
School Assignment	Maidelin C. Bantilan	Friday	Monday, Tuesday, Wednesday, Thursday	7:00 am – 6:00 pm
School Assignment	Meldred B. Perez	Friday	Monday, Tuesday, Wednesday, Thursday	7:00 am – 6:00 pm
School Assignment	Erla S. Fuentes	Friday	Monday, Tuesday, Wednesday, Thursday	7:00 am – 6:00 pm
School Assignment	Fe A. Eyas	Friday	Monday, Tuesday, Wednesday, Thursday	7:00 am – 6:00 pm
School Assignment	Harold L. Cañete	Friday	Monday, Tuesday, Wednesday, Thursday	7:00 am – 6:00 pm
School Assignment	Karen S. Resurreccion	Friday	Monday, Tuesday, Wednesday, Thursday	7:00 am – 6:00 pm
School Assignment	Katherine H. Ocampos	Friday	Monday, Tuesday, Wednesday, Thursday	7:00 am – 6:00 pm
School Assignment	Jibby D. Sajol	Friday	Monday, Tuesday, Wednesday, Thursday	7:00 am – 6:00 pm
School Assignment	Airel D. Labigan	Friday	Monday, Tuesday, Wednesday, Thursday	7:00 am – 6:00 pm
School Assignment	Hervionie B. Oling	Friday	Monday, Tuesday, Wednesday, Thursday	7:00 am – 6:00 pm
School Assignment	Juliefe B. Turnilap	Friday	Monday, Tuesday, Wednesday, Thursday	7:00 am – 6:00 pm

