

DIVISION MEMORANDUM
NO. 100, s. 2020

**MODIFICATION OF WORK ARRANGEMENTS OF THE
DIVISION MEMORANDUM NO. 94, S. 2020 RE: 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. To implement health measures and to minimize social contact with people as per DepEd Memorandum No. 43, s. 2020 entitled *Guidelines on the Alternative Work Arrangements in the Department of Education in Light of the COVID-19 Stringent Social Distancing Measures*, this Office modifies the Division Memorandum No. 94, s. 2020 (*Observation of the Four(4)-Day Workweek in Relation to CSC Memorandum Circular No. 7, S. 2020*) into two(2) days reporting to office and rendering services from home on specific three(3) days scheduled for Division Personnel residing within Tangub City and work from home scheme for those residing from Ozamiz City with pay effective March 30, 2020.
2. The concerned Division Personnel are advised to be accessible during working hours and be able to respond to directives, request and queries through mobile phone and/or chat groups.
3. It is expected that these personnel shall submit online weekly workplan and weekly accomplishment report to their respective superior.
4. Attached are the Deped-Tangub Flexible Work Schedule (Enclosure No. 1) and the Daily Summary of Personnel on Duty (Enclosure No. 2) for reference.
5. Immediate dissemination of this Memorandum to all concerned is enjoined.


AGUSTINES E. CEPE, CESO V
Schools Division Superintendent

DRD-MEM-2020-004
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📍 Anecito St., Mantic, Tangub City
🌐 Website: www.dcpdtangub.net
☎ Telephone: (088) 545 - 0304
📠 Telefax: (088) 395 - 3372





Enclosure 1

DEPED-TANGUB FLEXIBLE WORK SCHEDULE

OFFICE	NAME	DAILY SCHEDULE				
		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
SGOD	Myrna T. Regidor					
SGOD	Mario Esteban C. Arsenal					
SGOD	Rene Boy G. Roxas	OZAMIZ RESIDENT				
SGOD	Dorothy P. Neri					
SGOD	Wilfredo B. Cañete					
SGOD	Bride Joy M. Candano					
SGOD	Liegh S. Enayo					
SGOD	Redeemer D. Denapo					
SGOD	Wilson M. Ozaraga	OZAMIZ RESIDENT				
SGOD	Arniel B. Mehoy					
SGOD	Rowena B. Sumagang					
SGOD	Cecille Louelle A. Gulbe					
SGOD	Jun Clifford C. Estrella					
SGOD	Winnie T. Mendoza					
SGOD	Lourben Mae O. Lumasag	OZAMIZ RESIDENT				
CID	Roger F. Duhaylungsod					
CID	Puriza L. Legaspi					
CID	Anna Lou B. Flores					
CID	Lorna C. Peñonal					
CID	Jolito P. Vince					
CID	Eleazar B. Peñonal					
CID	Carmelita A. Jubay					
CID	Porferio A. Mosiquera					
CID	Relita P. Decina					
CID	Romel E. Huertas					



DEPED-TANGUB FLEXIBLE WORK SCHEDULE

OFFICE	NAME	DAILY SCHEDULE				
		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
CID	Shieldon F. Honculada	OZAMIZ RESIDENT				
CID	Virginia S. Bagaboyboy					
CID	Delilah L. Laping					
CID	Jomah Lee U. Jakosalem					
CID	Efleda D. Enerio	OZAMIZ RESIDENT				
CID	Gina L. Mandawe					
CID	Danilo U. Omega					
CID	Sherly C. Alivio					
Personnel	Delma R. Denapo					
Personnel	Carelyn L. Villegas					
Personnel	Reabelle Anne I. Huertas					
Personnel	Geraldine C. Benghit					
Personnel	Armando D. Cabahug					
Personnel	John Mike C. Alduheza					
Personnel	Maria Charlyn S. Sarto					
Personnel	Reynato T. Troniado					
Admin	Margissa T. Amen					
Admin	Mary Grace B. Macas					
Admin	Leonila S. Urbano					
Admin	Jocelyn P. Dimpaso					
Budget	Marites C. Suminguit					
Budget	Eldon H. Ocampos					
Budget	Joseph Henry S. Sarto					
Budget	Janrey M. Arabejo					
Cash	Krizza Lorraine E. Duhaylungsod					
Cash	Nelia B. Claro					



DEPED-TANGUB FLEXIBLE WORK SCHEDULE

OFFICE	NAME	DAILY SCHEDULE				
		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Accounting	Anna Daphne C. Mugar					
Accounting	Elisa E. Gomez					
Accounting	Virginia U. Fernandez					
Accounting	Christine F. Burlat					
Accounting	Ronelle D. Silada					
Accounting	Jhinn E. Ewican					
Library	Binipie M. Tapao					
Library	Judith E. Sullano					
Library	Julius C. Estrella					
Supply	Ronie E. Senarillos					
Supply	Wilson A. Lopez					
Supply	Happy A. Lui	OZAMIZ RESIDENT				
ICT	Alden M. Antonio					
Field	Julie B. Ungab					
Field	Rustica A. Monasterio					
Field	Angelita S. Catipay					
Field	Jerem R. Candano					
Field	Jairen Rey C. Patulada					
Field	Sherly H. Amemong					
Field	Marvhel J. Marata					
Field	Cherilyn C. Urbano					
Field	Rodrigo A. Telmo					
Field	Rodolfo P. Geraldizo					
Field	Joy T. Datoy					
Field	Alice P. Troniado					





DEPED-TANGUB FLEXIBLE WORK SCHEDULE

OFFICE	NAME	DAILY SCHEDULE				
		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Field	Maidellin C. Bantilan					
Field	Meldred B. Perez					
Field	Erla S. Fuentes					
Field	Fe A. Eyas					
Field	Harold L. Cañete					
Field	Karen S. Resurreccion					
Field	Katherine H. Ocampos					
Field	Jibby D. Sajol					
Field	Airel D. Labigan					
Field	Hervivonie B. Oling					
Field	Juliefe B. Tumilap					
Field	Joel C. Caga-anan					
Field	Freche T. Arabejo					

Prepared by:

REABELLE ANNE. HUERTAS

Administrative Assistant II

Date: 03/30/2020

Reviewed by:

MARGISSA T. AMEN

Administrative Officer V

Date: 03/ /2020

Approved by:

AGUSTINES E. CEPE, CESO V

Schools Division Superintendent

Date: 03/30/2020



Enclosure 2

DEPED-TANGUB DAILY SUMMARY PERSONNEL ON DUTY

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Myrna T. Regidor	Dorothy P. Neri	Wilfredo B. Cañete	Mario Esteban C. Arsenal	Myrna T. Regidor
Mario Esteban C. Arsenal	Redeemer D. Denapo	Liegh S. Enayo	Bride Joy M. Candano	Dorothy P. Neri
Wilfredo B. Cañete	Rowena B. Sumagang	Redeemer D. Denapo	Liegh S. Enayo	Bride Joy M. Candano
Arniel B. Mehoy	Cecille Louelle A. Gulbe	Cecille Louelle A. Gulbe	Arniel B. Mehoy	Jun Clifford C. Estrella
Rowena B. Sumagang	Winnie T. Mendoza	Anna Lou B. Flores	Jun Clifford C. Estrella	Jomah Lee U. Jakosalem
Winnie T. Mendoza	Lorna C. Peñonal	Porferio A. Mosiquera	Romel E. Huertas	Gina L. Mandawe
Roger F. Duhaylungsod	Jolito P. Vince	Relita P. Decina	Virginia S. Bagaboyboy	Sherly C. Alivio
Puriza L. Legaspi	Eleazar B. Peñonal	Delilah L. Laping	Delilah L. Laping	Delma R. Denapo
Carmelita A. Jubay	Delma R. Denapo	Reabelle Anne I. Huertas	Danilo U. Omega	Carelyn L. Villegas
Armando D. Cabahug	Armando D. Cabahug	Geraldine C. Benghit	Carelyn L. Villegas	John Mike C. Alduheza
Maria Charlyn S. Sarto	Maria Charlyn S. Sarto	John Mike C. Alduheza	Reabelle Anne I. Huertas	Joseph Henry S. Sarto
Reynato T. Troniado	Reynato T. Troniado	Mary Grace B. Macas	Geraldine C. Benghit	Virginia U. Fernandez
Mary Grace B. Macas	Margissa T. Amen	Leonila S. Urbano	Margissa T. Amen	Christine F. Burlat
Leonila S. Urbano	Jocelyn P. Dimpaso	Marites C. Suminguit	Marites C. Suminguit	Judith E. Sullano
Jocelyn P. Dimpaso	Janrey M. Arabejo	Eldon H. Ocampos	Eldon H. Ocampos	Jerem R. Candano
Joseph Henry S. Sarto	Virginia U. Fernandez	Krizza Lorraine E.	Anna Daphne C. Mugar	Rodolfo P. Geraldizo
Janrey M. Arabejo	Christine F. Burlat	Anna Daphne C. Mugar	Elisa E. Gomez	Alice P. Troniado
Krizza Lorraine E. Duhaylungsod	Ronellie D. Silada	Ronellie D. Silada	Jhinn E. Ewican	Erla S. Fuentes
Elisa E. Gomez	Nelia B. Claro	Julius C. Estrella	Nelia B. Claro	Harold L. Cañete
Jhinn E. Ewican	Binipie M. Tapao	Wilson A. Lopez	Judith E. Sullano	Airel D. Labigan
Binipie M. Tapao	Ronie E. Senarillos	Alden M. Antonio	Julius C. Estrella	Hervivonie B. Oling
Wilson A. Lopez	Rustica A. Monasterio	Julie B. Ungab	Ronie E. Senarillos	Freche T. Arabejo
Julie B. Ungab	Jairen Rey C. Patulada	Angelita S. Catipay	Alden M. Antonio	Joel C. Caga-anan
Jerem R. Candano	Marvhel J. Marata	Sherly H. Amemong	Jairen Rey C. Patulada	Cherilyn C. Urbano
Rodolfo P. Geraldizo	Rodrigo A. Telmo	Cherilyn C. Urbano	Marvhel J. Marata	Maidellin C. Bantilan
Harold L. Cañete	Joy T. Datoy	Alice P. Troniado	Joy T. Datoy	Rustica A. Monasterio
Juliefe B. Tumilap	Fe A. Eyas	Maidellin C. Bantilan	Meldred B. Perez	Angelita S. Catipay
Freche T. Arabejo	Karen S. Resurreccion	Erla S. Fuentes	Fe A. Eyas	Sherly H. Amemong
Airel D. Labigan	Jibby D. Sajol	Katherine H. Ocampos	Karen S. Resurreccion	Katherine H. Ocampos
Joel C. Caga-anan	Hervivonie B. Oling	Juliefe B. Tumilap	Jibby D. Sajol	Rodrigo A. Telmo
Meldred B. Perez				

Prepared by:

Reabelle Anne I. Huertas
REABELLE ANNE I. HUERTAS

Administrative Assistant II

Date: 03/30/2020

Reviewed by:

Margissa T. Amen
MARGISSA T. AMEN

Administrative Officer V

Date: 03/ /2020

Approved by:

Agustines E. Cepe
AGUSTINES E. CEPE, CESO V


Schools Division Superintendent


Date: 03/30/2020




BREAKDOWN

OFFICE	DAY										TOTAL NUMBER OF EMPLOYEES BY OFFICE
	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		
	DAY-OFF	ON-DUTY	DAY-OFF	ON-DUTY	DAY-OFF	ON-DUTY	DAY-OFF	ON-DUTY	DAY-OFF	ON-DUTY	
SGOD	9	6	10	5	11	4	10	5	11	4	15
CID	15	3	15	3	14	4	15	3	15	3	18
PERSONNEL	5	3	4	4	5	3	5	3	5	3	8
ADMIN	1	3	2	2	2	2	3	1	4	0	4
BUDGET	2	2	3	1	2	2	2	2	3	1	4
CASH	1	1	1	1	1	1	1	1	2	0	2
ACCOUNTING	4	2	3	3	4	2	3	3	4	2	6
LIBRARY	2	1	2	1	2	1	1	2	2	1	3
SUPPLY	2	1	2	1	2	1	2	1	3	0	3
ICT	1	0	1	0	0	1	0	1	1	0	1
FIELD (ADAS)	16	9	16	9	16	9	18	7	9	16	25
TOTAL	58	31	59	30	59	30	60	29	59	30	89
GRAND TOTAL	89		89		89		89		89		

Prepared by:

REABELLE ANNE I. HUERTAS
 Administrative Assistant II
 Date: 03/30/2020

Reviewed by:

MARGISSA T. AMEN
 Administrative Officer V
 Date: 03/ /2020

Approved by:

AGUSTINES E. CEPE, CESO V
 Schools Division Superintendent
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