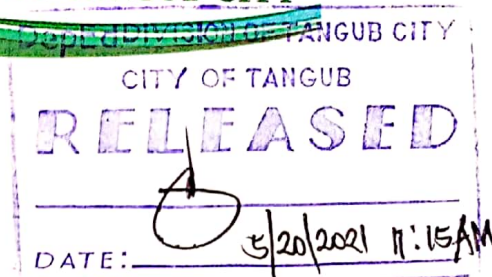




May 20, 2021

DIVISION MEMORANDUM
No. 107, s. 2021



DIVISION OFFICE PERSONNEL WORK PROTOCOLS

To: Office of the Schools Division Superintendent
School Governance and Operations Division
Curriculum Implementation Division
This Division

1. Due to the outspreading covid-19 virus, this Division implements health measures and protocols to minimize physical contact among the Division Office personnel.
2. Effective May 24, 2021, all Division Office personnel on duty are strictly required of wearing face mask and face shield during office hours except lunch time. Entering to other offices is prohibited. Issues, concerns and queries must be addressed through telephone, cell-phone, messenger and other mediums in communication.
3. Each section/ office is required to use their own logbook and each personnel must use their own ball pen to avoid contamination of the virus.
4. All personnel must strictly follow the posted route guides and symbols as they enter and exit to and from their respective offices.
5. Submission of reports and important documents must be done through online platforms.
6. Attached is a work-time-schedule of the personnel per section.
7. Immediate dissemination of this Memorandum to all concerned is enjoined.

AGUSTINES E. CEPE, CESO V
Schools Division Superintendent

AEC/ drd



Enclosure No.1

LIST OF DIVISION PERSONNEL WORK TIME-SCHEDULE

OFFICE/ SECTION	NAME	WFH	ON DUTY	TIME-SCHEDULE
ACCOUNTING				
1	EWICAN, JHINN			7:30 AM - 4:30 PM
2	MUGAR, ANNA DAPHNE C.			7:30 AM - 4:30 PM
3	SILADA, RONELIE D.			7:30 AM - 4:30 PM
4	BURLAT, CHRISTINE F.			8:00 AM - 5:00 PM
5	FERNANDEZ, VIRGINIA U.			8:00 AM - 5:00 PM
6	FLORES, ANNA LOU B.			8:30 AM - 5:30 PM
7	LABIGAN, AIREL D.			8:30 AM - 5:30 PM
8	MACAS, MARY GRACE B.			8:30 AM - 5:30 PM
9	OCAMPOS, KATHERINE H.			8:30 AM - 5:30 PM
ASDS OFFICE				
1	SUMAGANG, ROWENA B.			8:00 AM - 5:00 PM
BAC OFFICE				
1	DIMPASO, JOCELYN P.			7:30 AM - 4:30 PM
2	BELLINGAN, ELEANOR A.			8:00 AM - 5:00 PM
3	CANDANO, BRIDE JOY M.			8:30 AM - 5:30 PM
4	LUI, HAPPY A.			
CASHIER				
1	DUHAYLUNGSOD, KRIZZA LORRAINE E.			8:00 AM - 5:00 PM
2	TRONIADO, REYNATO T.			8:30 AM - 5:30 PM
CID				
1	ALIVIO, SHERLY C.			8:00 AM - 5:00 PM
2	BAGABOYBOY, VIRGINIA S.			
3	DECINA, RELITA P.			
4	DUHAYLUNGSOD, ROGER F.			8:00 AM - 5:00 PM
5	ENERIO, EFLEDA D.			
6	GALVEZ, MARILOU S.			
7	HONCULADA, SHIELDON F.			8:00 AM - 5:00 PM
8	HUERTAS, ROMEL E.			7:30 AM - 4:30 PM
9	JAKOSALEM, JOMAH LEE U.			
10	JUBAY, CARMELITA A.			
11	LAPING, DELILAH L.			7:30 AM - 4:30 PM
12	LEGASPI, PURIZA L.			
13	MANDAWE, GINA L.			8:30 AM - 5:30 PM
14	MOSIQUERA, PORFERIO A.			
15	OMEGA, DANILU U.			
16	PENONAL, ELEAZAR B.			
17	PENONAL, LORNA C.			
18	VINCE, JOLITO P.			
LIBRARY HUB				
1	SULLANO, JUDITH			7:30 AM - 4:30 PM
2	TAPAO, BENEPIE			8:00 AM - 5:00 PM
3	ESTRELLA, JULIUS			8:00 AM - 5:00 PM
FINANCE				
1	SARTO, JOSEPH H.			7:30 AM - 4:30 PM
2	OCAMPOS, ELDON H.			8:00 AM - 5:00 PM
3	SUMINGUIT, MARITES C.			8:00 AM - 5:00 PM
4	ARABEJO, JANREY M.			8:30 AM - 5:30 PM



ITO				
	1	ANTONIO, ALDEN M.		7:30 AM - 4:30 PM
MEDICAL				
	1	LUMASAG, LOURBEN MAE O.	Maternity Leave	
	2	ESTRELLA, JUN CLIFFORD C.		
	3	GULBE, CECILLE LOUELLE A.		
	4	MENDOZA, WINNIE T.		
	5	ENTIA, GERIC O.		
OSDS ADMIN				
	1	AMEN, MARGISSA T.		
	2	SARTO, MARIA CHARLYN G.		7:30 AM - 4:30 PM
	3	MAGHINAY, ERWIN C.		7:30 AM - 4:30 PM
	4	CENIZA, ALDA	SATURDAY - SUNDAY	7:30 AM - 4:30 PM
	5	EWICAN, MARILOU		7:30 AM - 4:30 PM
	6	MARGAHA, JOEL		8:00 AM - 5:00 PM
	7	GALARIANA, AMIE FEL M.		8:30 AM - 5:30 PM
	8	TORILLO, RICHARD L.		
	9	RUIZ, ALEXANDER		5:00 PM - 8:00 AM
PERSONNEL				
	1	DENAPO, DELMA R.		7:30 AM - 4:30 PM
	2	ALDUHEZA, JOHN MIKE		7:30 AM - 4:30 PM
	3	ENOMAR, LUZMINDA L.		8:00 AM - 5:00 PM
	4	URBANO, LEONILA S.		8:00 AM - 5:00 PM
	5	BENGHIT, GERALDINE C.		8:30 AM - 5:30 PM
	6	CABAHUG, ARMANDO D.		8:30 AM - 5:30 PM
	7	VILLEGAS, CARELYN L.	Maternity Leave	
SUPPLY				
	1	LOPEZ, WILSON		7:30 AM - 4:30 PM
	2	SENARILLOS, RONIE E.		8:00 AM - 5:00 PM
SDS OFFICE				
	1	CALATRAVA, LOVELY MARYGOLD A.		
	2	CEPE, AGUSTINES E.		
	3	PONDOC, KEE JAY T.		8:00 AM - 5:00 PM
SGOD				
	1	DENAPO, REDEEMER D.		7:30 AM - 4:30 PM
	2	ARSENAL, MARIO ESTEBAN A.		8:00 AM - 5:00 PM
	3	CAGA ANAN, JOEL A.		8:00 AM - 5:00 PM
	4	ENAYO, LIEGH S.		8:00 AM - 5:00 PM
	5	MEHOY, ARNIEL B.		8:00 AM - 5:00 PM
	6	CANETE, WILFREDO B.		8:30 AM - 5:30 PM
	7	MANLANGIT, REY		8:30 AM - 5:30 PM
	8	NERI, DOROTHY P.		8:30 AM - 5:30 PM
	9	REGIDOR, MYRNA T.		
	10	ROXAS, RENE BOY G.		
	11	OZARAGA, WILSON		
COA				
	1	PEÑAS, BERNARD		8:00 AM - 5:00 PM

