

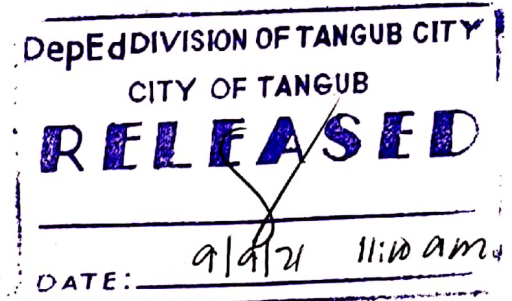


September 9, 2021


**DIVISION MEMORANDUM**  
No. **227,** s. **2021**

**ALTERNATIVE WORK ARRANGEMENT TO ALL DIVISION OFFICE PERSONNEL**

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



1. Regarding Provincial Executive Order No. 105, s. 2021 re: An Order Adopting the Applicable General Community Quarantine Provisions in the Revised Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines dated August 19, 2021 in the Province of Misamis Occidental, this Division enjoined all DepEd employees to adhere the said order.
2. All section/offices are required to implement the Alternative Work Arrangement (AWA) to safeguard the health of their personnel and to avoid contamination of the COVID-19 disease. Alternative Work Arrangement (AWA) shall take effect on September 10, 2021, until the provincial-wide general community quarantine is lifted.
3. Online login and logout for teaching and non-teaching personnel under alternative work from home arrangement will remain in effect as advised. Moreover, they are required to submit a workweek plan and weekly accomplishments as mode of verifications. Furthermore, personnel on duty are advised to logbook attendance using their own pen.
4. Attached is the schedule for the Office Alternative Work Arrangement.
5. Immediate dissemination of this Memorandum to all is highly desired.

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

AEC/ drd



**DIVISION OFFICE PERSONNEL WORK ARRANGEMENT SCHEDULE**

OFFICE/SECTION	NAME	Week 1	Week 2	Week 3
<b>ACCOUNTING</b>				
1	BURLAT, CHRISTINE F.	WFH	ON DUTY	WFH
2	CANILLAS, RONELIE S.	ON DUTY	WFH	ON DUTY
3	EWICAN, JHINN	WFH	ON DUTY	WFH
4	FERNANDEZ, VIRGINIA U.	ON DUTY	WFH	ON DUTY
5	FLORES, ANNA LOU B.	ON DUTY	WFH	ON DUTY
6	LABIGAN, AIREL D.	ON DUTY	WFH	ON DUTY
7	MACAS, MARY GRACE B.	WFH	ON DUTY	WFH
8	MUGAR, ANNA DAPHNE C.	ON DUTY	WFH	ON DUTY
9	OCAMPOS, KATHERINE H.	WFH	ON DUTY	WFH
<b>ASDS OFFICE</b>				
1	SUMAGANG, ROWENA B.	ON DUTY	ON DUTY	ON DUTY
<b>BAC OFFICE</b>				
1	DIMPASO, JOCELYN P.	WFH	ON DUTY	WFH
2	BELLINGAN, ELEANOR A.	ON DUTY	WFH	ON DUTY
3	CANDANO, BRIDE JOY M.	ON DUTY	WFH	ON DUTY
4	LUI, HAPPY A.	WFH	ON DUTY	WFH
<b>CASHIER</b>				
1	DUHAYLUNGSOD, KRIZZA LORRAINE E.	ON DUTY	WFH	ON DUTY
2	TRONIADO, REYNATO T.	WFH	ON DUTY	WFH
<b>CID</b>				
1	BAGABOYBOY, VIRGINIA S.	WFH	ON DUTY	WFH
2	DECINA, RELITA P.	ON DUTY	WFH	ON DUTY
3	DUHAYLUNGSOD, ROGER F.	WFH	ON DUTY	WFH
4	ENERIO, EFLEDA D.	ON DUTY	WFH	ON DUTY
5	GALVEZ, MARILOU S.	ON DUTY	WFH	ON DUTY
6	HUERTAS, ROMEL E.	WFH	ON DUTY	WFH
7	JAKOSALEM, JOMAH LEE U.	ON DUTY	WFH	ON DUTY
8	JUBAY, CARMELITA A.	WFH	ON DUTY	WFH
9	LAPING, DELILAH L.	ON DUTY	ON DUTY	ON DUTY
10	LEGASPI, PURIZA L.	ON DUTY	WFH	ON DUTY
11	MANDAWE, GINA L.	ON DUTY	ON DUTY	ON DUTY
12	MOSIQUERA, PORFERIO A.	WFH	ON DUTY	WFH
13	OMEGA, DANILO U.	ON DUTY	WFH	ON DUTY
14	PENONAL, LORNA C.	WFH	ON DUTY	WFH
<b>COA</b>				
1	PENAS, BERNARD	ON DUTY	ON DUTY	ON DUTY
<b>LIBRARY HUB</b>				
1	SULLANO, JUDITH	ON DUTY	ON DUTY	ON DUTY
2	TAPAO, BENEPIE	ON DUTY	ON DUTY	ON DUTY
3	ESTRELLA, JULIUS	ON DUTY	ON DUTY	ON DUTY
<b>FINANCE</b>				
1	SARTO, JOSEPH	ON DUTY	ON DUTY	ON DUTY

	2	OCAMPOS, ELDON H.	ON DUTY	WFH	ON DUTY
	3	SUMINGUIT, MARITES	WFH	ON DUTY	WFH
	4	ARABEJO, JANREY	WFH	ON DUTY	WFH
<b>ITO</b>					
	1	ANTONIO, ALDEN M.	ON DUTY	ON DUTY	ON DUTY
<b>MEDICAL</b>					
	1	LUMASAG, LOURBEN MAE O.	ON DUTY	WFH	ON DUTY
	2	ESTRELLA, JUN CLIFFORD C.	WFH	ON DUTY	WFH
	3	GULBE, CECILLE LOUELLE A.	WFH	ON DUTY	WFH
	4	MENDOZA, WINNIE T.	WFH	ON DUTY	WFH
	5	ENTIA, GERIC O.	ON DUTY	WFH	ON DUTY
<b>RECEIVING</b>					
	1	SARTO, MARIA CHARLYN G.	ON DUTY	ON DUTY	ON DUTY
<b>OSDS ADMIN</b>					
	1	GALARIANA, AMIE FEL M.	ON DUTY	ON DUTY	ON DUTY
<b>PERSONNEL</b>					
	1	DENAPO, DELMA R.	ON DUTY	WFH	ON DUTY
	2	ALDUHEZA, JOHN MIKE	ON DUTY	ON DUTY	ON DUTY
	3	ENOMAR, LUZMINDA L.	WFH	ON DUTY	WFH
	4	URBANO, LEONILA S.	WFH	ON DUTY	WFH
	5	BENGHIT, GERALDINE C.	ON DUTY	WFH	ON DUTY
	6	CABAHUG, ARMANDO D.	WFH	ON DUTY	WFH
	7	VILLEGAS, CARELYN L.	ON DUTY	WFH	ON DUTY
<b>SUPPLY</b>					
	1	LOPEZ, WILSON	ON DUTY	ON DUTY	ON DUTY
	2	SENARILLOS, RONIE E.	ON DUTY	ON DUTY	ON DUTY
<b>SDS OFFICE</b>					
	1	CALATRAVA, LOVELY MARYGOLD A.	ON DUTY	WFH	ON DUTY
	2	PONDOC, KEE JAY T.	WFH	ON DUTY	WFH
<b>SGOD</b>					
	1	DENAPO, REDEEMER D.	ON DUTY	WFH	ON DUTY
	2	CAGA ANAN, JOEL A.	ON DUTY	ON DUTY	ON DUTY
	3	ENAYO, LIEGH S.	WFH	ON DUTY	WFH
	4	MEHOY, ARNIEL B.	ON DUTY	WFH	ON DUTY
	5	MANLANGIT, REY	WFH	ON DUTY	WFH
	6	REGIDOR, MYRNA T.	ON DUTY	WFH	ON DUTY
	7	ROXAS, RENE BOY G.	ON DUTY	WFH	ON DUTY
	8	OZARAGA, WILSON	WFH	ON DUTY	WFH