



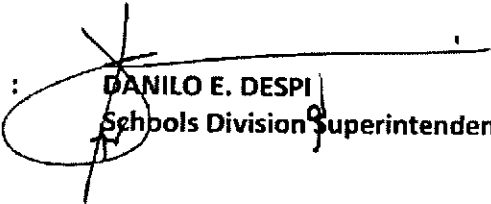
Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES

RELEASED

MEMORANDUM TO:

OSDS-UM-PER-03-13-20/mbi **Public Schools District Supervisors
Elementary and Secondary School Heads**

DepEd Catanduanes
RECORDS SECTION
Date MAR 13 2020
Time: 6:02
Initial/Signature _____

From : 
DANILO E. DESPI
Schools Division Superintendent

Subject : **Civil Service Memorandum Circular No. 07, 2020 re: "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 No. 922".**

Date : **March 13, 2020**

Pursuant to the above mentioned CSC Memorandum Circular No. 07, s. 2020 particularly paragraph 2.0, this office hereby issues the four-day Workweek schedule of Schools Division Office Personnel to take effect on Monday, March 16, 2020.

Non-teaching personnel assigned in school offices are also included to adopt this **measure**. While the school heads and teachers are required to report in school five days in a **week until the end** of the school year.

Schedule of the four-day workweek in school must be submitted to the SDO-Personnel Section. It is advised that the scheduled time shall be from 7AM to 6PM.

For your information, guidance and compliance.

FOUR-DAY WORK WEEK SCHEDULE OF SDO PERSONNEL
OFFICE HOURS: 7AM-12NN/1PM-6PM

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

NAME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Danilo E. Despi	x -AM ✓ -PM	✓	✓	✓	✓ -AM x -PM
Korina Carla H. Basco	✓	✓	✓	✓	x
Chanda L. Soliveres	✓	✓	✓	x	✓
Jake M. Tablo	✓	✓	x	✓	✓

OFFICE OF THE ASSISTANT SCHOOLS DIVISION SUPERINTENDENT

NAME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MA. LUISA T. DELA ROSA	✓	✓	✓	✓	x
MA. DOLORES TODOC	x	✓	✓	✓	✓

ADMINISTRATIVE OFFICE

NAME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Eva S. Tolentino	✓	✓	✓	✓	x
Ma. Carissa M. Guerrero	x	✓	✓	✓	✓

PERSONNEL SECTION

NAME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Marichelle B. Llave	✓	✓	✓	✓	x
Linda T. Icaranom	x	✓	✓	✓	✓
Nimfa R. Arcilla	x	✓	✓	✓	✓
Roma Angelee Soleybar	✓	x	✓	✓	✓
Glenn Camacho	x	✓	✓	✓	✓
Ma. Lourdes M. Sorra	✓	✓	✓	✓	x
Ross Ann T. Punzalan	✓	✓	✓	x	✓
Fatima F. Joson	✓	✓	x	✓	✓
Christine Louise S. De Leon	✓	✓	x	✓	✓
Annie Geisha Matienzo	✓	✓	✓	x	✓
Chaeremon Tayamora	✓	✓	x	✓	✓

SUPPLY SECTION

NAME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Cristina T. Barrameda	✓	✓	✓	✓	x
Cristy S. De Leon	x	✓	✓	✓	✓
Roderick R. Geromo	✓	✓	✓	✓	x

RECORDS SECTION

NAME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Elizabeth Ifurung	✓	✓	✓	✓	x
Rey Aldea	x	✓	✓	✓	✓
Elizabeth Urbano	✓	✓	✓	x	✓

CASH SECTION

NAME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Liza R. Bernardo	✓	✓	✓	✓	x
Roselle T. Bartolome	x	✓	✓	✓	✓

CURRICULUM IMPLEMENTATION DIVISION

NAME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Gina L. Custodio	✓	✓	✓	✓	x
Nelson T. Sicio	✓	✓	✓	✓	x
Jesslyn T. Taway	✓	✓	✓	✓	x
Gina M. Templonuevo	✓	✓	✓	✓	x
Frankie T. Turalde	✓	✓	✓	✓	x
Elias V. Abundo	✓	✓	✓	✓	x
Nieva DJ. Tuibeo	✓	✓	✓	✓	x
Henry T. Marin	✓	✓	✓	✓	x
Brenda V. Villarey	✓	✓	✓	✓	x
Peachie Roshele Chavez	✓	✓	✓	✓	x
Amelia Cabrera	x	✓	✓	✓	✓
Gina B. Pantino	x	✓	✓	✓	✓
Rommel G. Petajen	x	✓	✓	✓	✓
Cynthia T. Soneja	x	✓	✓	✓	✓
Jezrahel T. Omadto	x	✓	✓	✓	✓
Delfin I. De Leon	x	✓	✓	✓	✓
Merly T. Gonzales	x	✓	✓	✓	✓
Nelson I. Isorena	x	✓	✓	✓	✓
Edgar I. Rima	x	✓	✓	✓	✓
Belen T. Tapas	x	✓	✓	✓	✓
Jogene Allily C. San Juan	x	✓	✓	✓	✓
Lorena D. Chavez	✓	✓	✓	✓	x
Kathlyn Clemente	x	✓	✓	✓	✓

ACCOUNTING SECTION

NAME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Mae D. Zafe	x	✓	✓	✓	✓
Elaine T. Talan	✓	✓	✓	✓	X
Carmela C. Molod	✓	✓	✓	✓	X
Raquel S. Tumala	✓	✓	✓	✓	X
Juanito P. Torres	x	✓	✓	✓	✓
Charmaine C. Tejerero	✓	✓	✓	✓	X
Emily C. Augusto	x	✓	✓	✓	✓
Marichu P. Valeza	✓	✓	✓	✓	X
Jannette S. Marquez	x	✓	✓	✓	✓
Mark M. Silvestre	✓	✓	✓	✓	x
Pearl P. Sarmiento	✓	✓	✓	✓	X
Mary Ann T. Obo	✓	✓	✓	✓	X
Debby M. Matienzo	x	✓	✓	✓	✓
Helen R. Soledad	x	✓	✓	✓	✓
Vilma S. Benavidez	x	✓	✓	✓	✓
Ruel T. Balane	X	✓	✓	✓	✓
Angelo James O. Aguinalde	x	✓	✓	✓	✓

ICT SECTION

NAME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Jennifer B. Metica	✓	✓	x	✓	✓

LEGAL SECTION

NAME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Marianne C. Tud	✓	✓	x	✓	✓

BUDGET SECTION

NAME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Ma. Cielo C. Tubale	✓	✓	✓	✓	x
Carol V. Lim	x	✓	✓	✓	✓
Senica P. Zafe	✓	✓	✓	✓	x
Mark Anthony u. Tabo	x	✓	✓	✓	✓

SCHOOL GOVERNANCE AND OPERATIONS DIVISION

NAME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Mary Jean S. Romero	x	✓	✓	✓	✓
Eva T. Carino	✓	✓	✓	✓	x
Aroline T. Borja	✓	✓	✓	✓	x
Maria Imelda S. Abejo	✓	✓	✓	✓	x
Sarah S. Chiong	x	✓	✓	✓	✓
Marife B. Brequillo	x	✓	✓	✓	✓
Rosario B. Vegim	x	✓	✓	✓	✓
Raquel L. Pahuyo	✓	✓	✓	✓	x
Rey C. Bonayon	X	✓	✓	✓	✓
Rodger Matienzo	✓	✓	✓	✓	x
Maria Audrea L. Vivo	✓	✓	✓	✓	x
Miguel C. Ogalinola	✓	✓	✓	✓	x
Dr. Kristine Santelices	✓	✓	✓	✓	x
Dr. Amylou Celso	✓	✓	✓	✓	x
Dr. Hidelita Posada	x	✓	✓	✓	✓
Maribel Samonte	x	✓	✓	✓	✓
Ma. Theresa Abundo	x	✓	✓	✓	✓
Rosita Tabirara	x	✓	✓	✓	✓
Jennifer Casallo	x	✓	✓	✓	✓
Myrna Carilimdiliman	✓	✓	✓	✓	x
Erma Pampang	✓	✓	✓	✓	x
Anavel Joson	✓	✓	✓	✓	x
Gregorio Almojuela	x	✓	✓	✓	✓

LEGEND:

- ✓ - in the Office
- x - not in the Office