



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

**UNNUMBERED MEMORANDUM:**

OSDS-PER-UM-11-02-2022/MBL

TO : Asst. Schools Division Superintendent  
Chief Education Supervisors  
Section Heads  
All Others Concerned

FROM : **SUSAN S. COLLANO**  
Schools Division Superintendent

SUBJECT : **FLEXIBLE WORK SCHEDULE OF SDO-PROPER PERSONNEL**

DATE : November 2, 2022

1. Attached is the Flexible Work Schedule of SDO-Proper Personnel.
2. Division/Section heads shall ensure the continuous delivery of service in their respective offices during the core hours of 8:00am to 5:00pm including lunch break.
3. Personnel with flexible work schedule from 8:00am and beyond are not exempted to attend the flag raising ceremony every Monday or the next working day if Monday is declared a holiday pursuant to the provisions of RA No. 8491 and CSC MC No. 19 s. 2012.
4. Schedule of employees outside the core hours shall be strictly monitored by the Division/Section heads ensuring that daily tasks are accomplished.
5. For information, guidance and compliance.

MBL/UM-Flexible Work Schedule...  
32-B/November 2, 2022



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DepEd Tayo-Region V - Catanduanes

**FLEXIBLE WORK SCHEDULE OF SDO-PROPER PERSONNEL**

NAME OF EMPLOYEE	POSITION TITLE	FLEXI-TIME SCHEDULE	
		AM	PM
<b>Accounting Section</b>			
1. CARMELA MOLOD	Senior Bookkeeper	8:30 – 12:00	1:00 – 5:30
2. ELAINE TALAN	Senior Bookkeeper	8:30 – 12:00	1:00 – 5:30
3. RAQUEL TUMALA	Senior Bookkeeper	8:30 – 12:00	1:00 – 5:30
4. HELEN SOLEDAD	Administrative Assistant III	8:30 – 12:00	1:00 – 5:30
<b>General Services</b>			
1. JEROME T. BORJA	Administrative Aide I	7:00 – 11:00	12:00 – 4:00
2. JEKYLL KERR BONAVENTE	Administrative Aide I	7:00 – 11:00	12:00 – 4:00
3. LORENA D. CHAVEZ	Administrative Aide I	7:00 – 11:00	12:00 – 4:00
4. DAVE B. TANTIADO	Administrative Aide I	7:00 – 11:00	12:00 – 4:00
5. NENITA S. VARGAS	Administrative Aide I	7:30 – 12:00	1:00 – 4:30
<b>Human Resource Management Office</b>			
1. LINDA ICARANOM	Administrative Assistant III	7:00 – 12:00	1:00 – 4:00
2. JONAH ANN VALENZUELA	Administrative Assistant III	8:30 – 12:00	1:00 – 5:30
3. KORINA CARLA BASCO	Administrative Officer II	8:30 – 12:00	1:00 – 5:30
<b>ICT Unit</b>			
1. JENNIFER B. METICA	Information Technology Officer I	8:30 – 12:00	1:00 – 5:30
<b>Legal Unit</b>			
1. NORLITO JR. P. AGUNDAY	Attorney III	8:30 – 12:00	1:00 – 5:30
<b>Supply</b>			
1. CRISTINA T. BARRAMEDA	Administrative Officer IV	8:30 – 12:00	1:00 – 5:30
<b>Curriculum Implementation Division</b>			
1. JANE T. TUPLANO	Education Program Specialist II	7:30 – 11:30	12:30 – 4:30
2. FRANKIE T. TURALDE	Education Program Supervisor	7:30 – 11:30	12:30 – 4:30
3. GINA B. PANTINO	Education Program Supervisor	8:30 – 12:00	1:00 – 5:30
<b>School Governance Operating Division</b>			
1. EMELINE FRANCIA P. ABRASALDO	Nurse II	7:00 – 11:00	12:00 – 4:00
2. ACHILLES ALBERTO I	Education Program Specialist II	7:00 – 11:00	12:00 – 4:00
3. ANJO G. TUGAY	Senior Education Program Specialist	7:00 – 11:00	12:00 – 4:00
4. RODGER A. MATIENZO	Engineer III	7:00 – 11:00	12:00 – 4:00
5. ERMA B. PAMPANGA	Nurse II	7:30 – 11:30	12:30 – 4:30
6. MARIFE B. BREQUILLO	Senior Education Program Specialist	7:30 – 11:30	12:30 – 4:30
7. REY C. BONAYON	Planning Officer III	8:30 – 12:00	1:00 – 5:30
8. IMACULATE T. LATORRE	Education Program Specialist II	8:30 – 12:00	1:00 – 5:30
9. ROSARIO VEGIM	Project Development Officer I	8:30 – 12:00	1:00 – 5:30
10. AROLINE T. BORJA	Education Program Supervisor	9:00 – 12:00	1:00 – 6:00
11. MARIA AUDREA L. VIVO	Project Development Officer II	9:00 – 12:00	1:00 – 6:00



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