

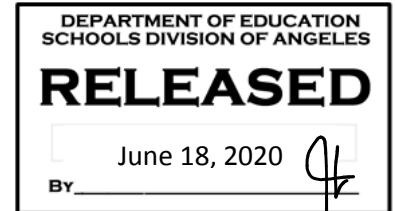


Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OF ANGELES CITY

June 18, 2020

**DIVISION MEMORANDUM**

No. 139 s. 2020



To: Assistant Schools Division Superintendent  
Chief, Curriculum Implementation Division  
Chief, School Governance and Operations Division  
Heads of Public Elementary and Secondary Schools

1. DepEd Order No. 11, s. 2020, which was released last June 15, 2020, provides guidelines on the work arrangements and support mechanisms for non-teaching personnel and officials in all DepEd offices across all governance levels.

2. As per the latest IATF Resolution duly approved by President Rodrigo Duterte, Angeles City is now under Modified General Community Quarantine (MGCQ). Item 12 c of DepEd Order No. 11, s. 2020 states that under this classification, "Work in government offices may be at full operational capacity, or under such alternative work arrangements as agencies may deem appropriate in accordance with the relevant rules and regulations issued by the CSC".

3. As such, this Office adopts the Four-Day Physically Reporting Workweek and One-Day WFH in order to ensure the continuous delivery of essential services to our clientele.

4. This Office emphasizes Item No. 5 of the said DepEd Order:

**All DepEd teaching and non-teaching personnel are expected to make themselves available during working hours and to maximize the time spent in the discharge of their duties and responsibilities. They are expected to observe honesty, integrity, and professionalism in the conduct of their duties so that government time, money, and resources are employed and used efficiently, honestly, and economically, to avoid wastage of public funds and resources.**

4. Weekly Work Plans and Accomplishment Reports, specifying concrete outputs (especially during WFH) will still be submitted to Unit Heads for purposes of monitoring the performance of all SDO Personnel.



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5. For purposes of monitoring attendance, Item 28 b of the DO # 11, s. 2020 states: "Personnel reporting for duty, whether on-site or off-site, shall check-in with their immediate supervisor, through the agreed mode of communication, to record their actual time log (in and out); and reflect the same in the **Individual Daily Log and Accomplishment Report.**"
  
6. Item 28 c of the same DepEd Order stipulates that "No record of time log and accomplishment shall mean that no work has been rendered/performed for the day, thus subjecting the personnel to absence.
  
7. In adherence to Item 28 e and f of the DepEd Order, all personnel physically reporting for work will record their attendance (time-in and out) using the logbook and Daily Time Record (DTR) and their own ballpen. Use of biometric machines is highly discouraged to minimize contact.
  
8. Immediate and wide dissemination of the Memorandum is desired.

/mipt

**MA. IRELYN P. TAMAYO PhD, CESE**  
Assistant Schools Division Superintendent  
Officer -in- Charge  
Office of the Schools Division Superintendent



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## ALTERNATIVE WORK ARRANGEMENT MGCQ 2020

### SGOD

NAME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
**Lyn V. Lansangan	OFFICE DUTY	OFFICE DUTY	WFH	WFH	WFH
Edgar M. Manabat	WFH	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY
Karl D. Maghuyop	WFH	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY
Rosan Mercado	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	WFH
Marilou Q. Castro	OFFICE DUTY	OFFICE DUTY	WFH	OFFICE DUTY	OFFICE DUTY
Maria Leonora V. Rosario	OFFICE DUTY	WFH	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY
Ana Marie Carmen M. Romero	OFFICE DUTY	WFH	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY
Carlo M. Puno	OFFICE DUTY	WFH	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY
Glenn P. Sarmiento	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	WFH	OFFICE DUTY
Elizabeth C. David	OFFICE DUTY	OFFICE DUTY	WFH	OFFICE DUTY	OFFICE DUTY
Engr. Norma P. Cabigting	WFH	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY
*Engr. Maria Cristina S. Sarmiento	OFFICE DUTY	OFFICE DUTY	WFH	WFH	WFH
Clarisa A. Lagman	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	WFH	OFFICE DUTY
Melanie S. Salunga	WFH	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY
Arcely G. Garcia	OFFICE DUTY	WFH	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY
Vilma T. Enciso	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	WFH



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SCHOOL HEALTH SECTION					
Donna Mae A Batul	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	WFH
**Gorgonia I. Pangilinan	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	WFH
Nino P. Razon	OFFICE DUTY	OFFICE DUTY	WFH	OFFICE DUTY	OFFICE DUTY
Ramil M. Policarpio	OFFICE DUTY	WFH	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY
Jennyfer C. Dungca	WFH	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY
Agnes J. Quimbao	OFFICE DUTY	WFH	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY
Jasmin R. Ocampo	OFFICE DUTY	OFFICE DUTY	WFH	OFFICE DUTY	OFFICE DUTY
Rosemarie V. P. Necesario	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	WFH
*Heidie T. Dingal	WFH	OFFICE DUTY	OFFICE DUTY	WFH	OFFICE DUTY
Ralph Michael D. Dungca	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	WFH	OFFICE DUTY
Jakielyn G David	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	WFH
*pregnant woman					
**senior citizen					



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**ALTERNATIVE WORK ARRANGEMENT MGCQ 2020**

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT (Administrative Services)**

NAME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>SCHOOLS DIVISION SUPERINTENDENT OFFICE</b>					
Roselle R. Quiambao	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	WFH
Maria Corazon T. Sagum	WFH	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY
Neil Jordan S. Lozano	OFFICE DUTY	OFFICE DUTY	WFH	OFFICE DUTY	OFFICE DUTY
<b>ASSISTANT SCHOOLS DIVISION SUPERINTENDENT OFFICE</b>					
Jonna Belle G. Gomez	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	WFH
<b>ADMINISTRATIVE OFFICE</b>					
**Enrique D. Pangilinan	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	WFH
Delma Christle C. David	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	WFH
Armando R. David Jr.	OFFICE DUTY	OFFICE DUTY	WFH	OFFICE DUTY	OFFICE DUTY
**Perlito D. Salon	WFH	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY
<b>PERSONNEL UNIT</b>					
Hazel A. Carbungco	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	WFH
Myla N. Calma	WFH	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY
Sam Joshua C. Bautista	OFFICE DUTY	OFFICE DUTY	WFH	OFFICE DUTY	OFFICE DUTY
Art Adrian C. Garcia	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	WFH	OFFICE DUTY
Sherwin C. Aronce	OFFICE DUTY	OFFICE DUTY	WFH	OFFICE DUTY	OFFICE DUTY
Edna E. Capati	OFFICE DUTY	WFH	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY
Rose T. Bayonito	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	WFH



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Lovely Joy B. Dela Cruz	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	WFH	OFFICE DUTY
Caroline L. Montes	WFH	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY
Rosalie G. Chin	OFFICE DUTY	WFH	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY
<b>RECORDS UNIT</b>					
Edna T. Canlas	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	WFH
Rosalind I. Dela Cruz	WFH	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY
Maria Ly-Ann R. Batir	OFFICE DUTY	WFH	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY
<b>PROPERTY UNIT</b>					
Armin M. Tayag	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	WFH
Katrina I. Pangilinan	OFFICE DUTY	OFFICE DUTY	WFH	OFFICE DUTY	OFFICE DUTY
<b>CASHIER UNIT</b>					
**Luzviminda D. Maghuyop	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	WFH
Rigie Ann S. Gozon	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	WFH
<b>ITO UNIT</b>					
Aveneir V. Mendoza	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	WFH
<b>LEGAL UNIT</b>					
*Cristina M. Ayson	OFFICE DUTY	WFH	OFFICE DUTY	WFH	WFH
<b>ACCOUNTING UNIT</b>					
Gay Y. Pangilinan	OFFICE DUTY	WFH	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY
Rachelle Paula G. Balingit	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	WFH	OFFICE DUTY
Camille Y. Ocampo	WFH	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY
Jane P. Ponce	WFH	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY
John Angel Q. Reyes	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	WFH	OFFICE DUTY
Minerva R. Canasa	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	WFH
Margie J. Manansala	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	WFH
Rosalyn D. Pineda	OFFICE DUTY	OFFICE DUTY	WFH	OFFICE DUTY	OFFICE DUTY
*Christine L. Argete	WFH	WFH	WFH	WFH	WFH



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BUDGET UNIT					
**Arnel A. Guevarra	OFFICE DUTY	OFFICE DUTY	WFH	OFFICE DUTY	OFFICE DUTY
Christle L. Aguinaldo	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	WFH	OFFICE DUTY
Genesis O. Cadag	WFH	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY
Janet S. Basco	OFFICE DUTY	WFH	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY
GENERAL SERVICES					
Edilberto F. Reyes	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	WFH
Ramon M. Garcia	WFH	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY
Raymond I. Gonzales	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	WFH
Arnel R. Dincol	WFH	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY
*pregnant woman					
**senior citizen					



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CID					
NAME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Lourdes G. Dela Cruz	OFFICE DUTY	OFFICE DUTY	WFH	OFFICE DUTY	OFFICE DUTY
Renen Salde	WFH	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY
Anastacia Nimfa P. Aquino	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	WFH
**Wilvenilo C. Calma	WFH	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY
Walter C. Estabillo	OFFICE DUTY	OFFICE DUTY	WFH	OFFICE DUTY	OFFICE DUTY
**Remedios M. Flores	OFFICE DUTY	OFFICE DUTY	WFH	WFH	WFH
Cezar M. Hernandez	WFH	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY
Ana Merla D. Magtoto	WFH	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY
Agnes G. Manabat	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	WFH	OFFICE DUTY
Leonida K. Quinto	OFFICE DUTY	OFFICE DUTY	WFH	OFFICE DUTY	OFFICE DUTY
**Orlene S. Santos	OFFICE DUTY	OFFICE DUTY	WFH	WFH	WFH
Armando C. Yutuc	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	WFH
Dennis M. Bautista	WFH	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY
Rita P. Bundalian	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	WFH
Reynaldo C. Cabrera	OFFICE DUTY	WFH	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY
Ramil D. Dacanay	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	WFH
Rochella C. David	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	WFH
Gemima A. Estrabillo	WFH	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY
Josephine G. Figueroa	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	WFH	OFFICE DUTY
Ma. Esperanza S. Malang	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	WFH
Ener G. Mariano	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	WFH
Emerito C. Nicdao	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	WFH
Edgar S. Nunag	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	WFH
Emily F. Sarmiento	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	OFFICE DUTY	WFH
*pregnant woman					
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