

## Department of Education

# SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

June 25, 2020

**DIVISION MEMORANDUM** NO. 182, s. 2020

To: Assistant Schools Division Superintendent

> Chief, School Governance and Operations Division Chief, Curriculum and Implementation Division

All Education Program Supervisors All Public Schools District Supervisors

All Elementary and Secondary School Heads

All Concerned

#### CORRIGENDUM AND ADDENDUM TO DIVISION MEMORANDUM NO. 145 S.2020 TITLED ALTERNATIVE WORK ARRANGEMENT SCHEDULE FOR DIVISION OFFICE PERSONNEL UNDER GENERAL COMMUNITY QUARANTINE (GCO)

- In reference to Division Memorandum no. 145 s. 2020 titled Alternative Work 1. Arrangement Schedule for Division Office Personnel Under General Community Quarantine (GCQ), please see enclosure for the amended and additional alternative work arrangement for the selected personnel.
- Any provision stipulated in previously issued Memoranda inconsistent with this Memorandum is hereby repealed.
- 3. For information and strict compliance.

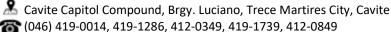
(SGD)ROMMEL C. BAUTISTA, CESO V

Schools Division Superintendent

MCS/ DM No. 182, s. 2020 BU- 1939/ 06/25/2020















### Department of Education

**REGION IV-A** 

#### **SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**

Enclosure 1 to Division Memorandum no, s. 2020 Corrigendum and Addendum to Division Memorandum no. 145, s. 2020 titled Alternative Work Arrangement Schedule for Division Office Personnel under General Community Quarantine (GCQ)

#### LIST OF ALTERNATIVE WORK ARRANGEMENT SCHEME OF SDO CAVITE PROVINCE PERSONNEL

Name	Position	Work Arrangement	
		Office	Work from Home
Office of ASDS			
Galileo L. Go	ASDS	#	
Administrative Services			
Mika Costelo	Administrative Aide VI	Monday, Wednesday, Friday	Tuesday, Thursday
Personel Unit			
Elaine V. Balen	Administrative Officer IV	Monday, Thursday	Tuesday , Wednesday, Friday
Ronald Kevin C. Del Rosario	Administrative Officer II	Tuesday, Friday	Monday, Wednesday, Thursday
Teodoro P. Fulvadora Jr.	Administrative Officer II	Thursday	Monday to Friday
Richelle N. Panganiban	Administrative Assistant III	Tuesday, Friday	Monday, Wednesday, Thursday
Lian Jazzel T. Velasco	Administrative Assistant III	Thursday, Friday	Monday to Wednesday
Norita C. Vasquez	Administrative Assistant III	Monday, Thursday	Tuesday , Wednesday, Friday
Ma. Corazon P. Federoso	Administrative Assistant III	Tuesday, Friday	Monday, Wednesday, Thursday
Vienna Mei R. Ruiz	Administrative Assistant III	Tuesday, Friday	Monday, Wednesday, Thursday









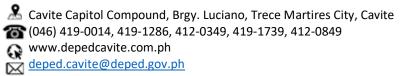
# Department of Education

**REGION IV-A** 

#### SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

Lennard L. Nueva	Administrative Assistant III	Monday, Thursday	Tuesday, Wednesday, Friday
Ernalyn B. Nati	Administrative Assistant III	Monday, Wednesday	Tuesday, Thursday, Friday
Claire D. Pellas	Administrative Assistant III	Monday, Wednesday	Tuesday, Thursday, Friday
May L. Castaño	Administrative Assistant III	Tuesday, Friday	Monday, Wednesday, Thursday
Angelica Cabral (New)		Wednesday	Monday, Tuesday, Thursday, Friday
Records Unit			
Melencio Pedron	Administrative Officer IV	Monday	Tuesday to Friday
Sarah Lyn Penalba	Administrative Assistant III	Monday	Tuesday to Friday
Mary Jean Gallardo	Administrative Aide IV	Thursday, Friday	Monday, Tuesday Wednesday
Melvin Romen		Tuesday, Wednesday	Monday, Thursday, Friday
ICT Unit			
Mignon Cecille Mangoba	Information Technology Officer I	Monday	Tuesday to Friday
Jay Dayrit	Administrative Assistant II	Tuesday, Thursday	Monday, Wednesday, Friday
Christopher Matthew Tolentino	Administrative Aide III-COS	Wednesday, Friday	Monday, Tuesday, Thursday
Legal Unit			
Royce Aure	Registrar I	Monday	Tuesday to Friday
Budget Unit			









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#### **REGION IV-A**

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Michelle M. Masicap	Admin Aide III-COS	Monday, Tuesday, Thursday	Wednesday, Friday
SGOD			
Diana P. Topacio	SGOD-Chief	Monday, Thursday	Tuesday, Wednesday, Friday
Cheska Lei Sabando	Administrative Aide III-COS	Monday, Wednesday	Tuesday, Thursday, Friday
Note: * - WFH due to pregnancy, senior citizen, pregnant women, PWD			
# - as need arises			





