



Republic of the Philippines  
**Department of Education**  
REGION IV-A  
**SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**

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**October 9, 2020**

DIVISION MEMORANDUM  
NO. 302, s. 2020

TO: Office of the Assistant Schools Division Superintendents  
Chief, CID and SGOD  
Education Program Supervisors  
Public School District Supervisors  
Public Elementary and Secondary School Heads  
Division Personnel  
All concerned

**NEW ALTERNATIVE WORK ARRANGEMENT SCHEDULE FOR  
SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**

1. In support to the successful delivery of Basic Education – Learning Continuity Plan while observing strict safety protocols in all division units, schools and community learning centers, this Office, reiterates the adoption of DepEd Order No. 11, s.2020 **Alternative Work Arrangement (AWA) in the Department of Education** during the state of National Emergency due to COVID 19 pandemic.
2. To help curve the rising numbers of COVID- 19 positive cases in various identified high – risk municipalities and cities in the Cavite Province, this Division strictly implements skeletal workforce and the work – from – home as AWA to ensure the safety and well – being of its teaching and non – teaching personnel while ensuring the continuous quality service for the Batang Cavitenos.
3. All teaching personnel may report to their respective school at least once a week to do essential tasks upon consultation and agreement between the school head and the teachers. Non- teaching personnel including the SDO personnel are required to report to the office twice a week. Please see attachment for the amended AWA schedule for personnel of the Division Office.
4. Further, in compliance with the Regional Memorandum no. 20 – 439 re: CALABARZON Alternative Work Arrangement, the new Alternative Work Arrangement Template will be used which can be accessed thru this link, <https://deped.in/CaviteAWATemplate> . AWA forms shall be accomplished every 3<sup>rd</sup> day of the month.



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5. This is to also reiterate the submission of Individual Accomplishment Report. Submission of the report shall be every last Friday of the month.
6. For your strict compliance and guidance.

**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

MCS/DM No. 302 s. 2020  
101220-008/10/ 12/ 2020



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**SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**

Enclosure 1 to Division Memorandum no , s. 2020 New Alternative Work Arrangement Schedule for Schools Division Office of Cavite Province

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

Name	Position	Work Arrangement	
		Office	Work from Home
<b>Office of SDS</b>			
Rommel C. Bautista	SDS	Monday, Wednesday, Friday #	
<b>Office of ASDS</b>			
Galileo L. Go	ASDS	Monday to Friday #	
Randy Punzalan	ASDS	Monday to Friday #	
Mona Karllaine Cortez	Administrative Aide VI	Monday, Wednesday, Friday #	Tuesday, Thursday
Ronel Asas	Administrative Aide VI	Monday, Tuesday, Thursday #	Wednesday, Friday
<b>Administrative Services</b>			
Verna C. Cabaya	Administrative Officer V	Monday, Wednesday, Thursday #	Tuesday, Friday
Mika Costelo	Administrative Aide VI	Tuesday, Wednesday, Friday	Monday, Thursday
<b>General Services</b>			
Maureen Sidocon	Administrative Officer II	Monday, Thursday	Tuesday, Wednesday, Friday
Augusto Calpo	Administrative Aide I	Monday, Wednesday, Friday	
Ramil Duclay	Administrative Aide III-COS	Monday, Wednesday, Friday	



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Marissa Jacob	Administrative Aide III-COS	Monday, Tuesday, Thursday	
Jerome Corpez	Administrative Aide III-COS	Monday, Thursday, Friday	
Jessica Cailing	Administrative Aide III-COS	Monday, Tuesday, Wednesday	
Alvin Cera	Job Order	Monday to Friday	
Joel Violeta	Job Order	Monday to Friday	
Glenn Roduta	Administrative Aide IV-Driver	Monday to Friday	
Carmelo Castro	Administrative Aide III- Driver	Monday to Friday	
Roland Bocalan	Administrative Aide III-COS	Monday to Friday	
<b>Personel Unit</b>			
Elaine V. Balen	Administrative Officer IV	Monday, Wednesday, Thursday	Tuesday, Friday
Ronald Kevin C. Del Rosario	Administrative Officer II	Tuesday, Friday	Monday, Wednesday, Thursday
Teodoro P. Fulvadora Jr.	Administrative Officer II	Tuesday, Thursday	Monday, Wednesday, Friday
Richelle N. Panganiban	Administrative Assistant III	Tuesday, Friday	Monday, Wednesday, Thursday
Lian Jazzel T. Velasco	Administrative Assistant III	Wednesday, Friday	Monday, Tuesday, Thursday
Norita C. Vasquez	Administrative Assistant III	Monday, Thursday	Tuesday, Wednesday, Friday
Ma. Corazon P. Federoso	Administrative Assistant III	Tuesday, Wednesday	Monday, Thursday, Thursday
Vienna Mei R. Ruiz	Administrative Assistant III	Thursday, Friday	Monday, Tuesday, Wednesday
Lennard L. Nueva	Administrative Assistant III	Monday, Tuesday	Wednesday, Thursday, Friday



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Ernalyn B. Nati	Administrative Assistant III	Monday, Thursday	Tuesday, Wednesday, Friday
Claire D. Pellas	Administrative Assistant III	Monday, Thursday	Tuesday, Wednesday, Friday
May L. Castaño	Administrative Assistant III	Tuesday, Wednesday	Monday, Thursday, Thursday
Roy Edward C. Constante (PWD)	Administrative Assistant III		Monday to Friday
Elsie Crisostomo	Administrative Aide VI	Monday, Tuesday	Wednesday to Friday
Roel L. Penus	Administrative Aide III	Tuesday, Wednesday	Monday, Thursday, Friday
Angelica Cabral (New)	Administrative Aide VI	Monday, Thursday	Tuesday, Wednesday, Friday
Michelle M. Masicap	Admin Aide III-COS	Wednesday, Thursday	Monday, Tuesday, Friday
<b>Records Unit</b>			
Melecio Pedron	Administrative Officer IV	Monday, Wednesday, Friday	Tuesday, Thursday
Sarah Lyn Marcaida	Administrative Assistant III	Monday, Tuesday	Wednesday, Thursday, Friday
Mary Jean Gallardo	Administrative Aide IV	Thursday, Friday	Monday, Tuesday Wednesday
Melvin Romen	Administrative Aide VI	Tuesday, Wednesday	Monday, Thursday, Friday
<b>Cashier Unit</b>			
Laura R. Crema	Administrative Officer IV	Monday, Wednesday, Thursday #	Tuesday, Friday
Arevalo, Abegail	Administrative Assistant III	Tuesday, Wednesday	Monday, Thursday, Friday
Matias Jr, Johnny	Administrative Assistant II	Thursday, Friday	Monday, Tuesday, Wednesday



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Ilagan, May Ann M.	Administrative Assistant II	Thursday, Friday	Monday, Tuesday, Wednesday
Jennifer Tolica	Administrative Assistant II	Monday, Tuesday	Wednesday, Thursday, Friday
<b>Supply Unit</b>			
Edward Joevan Romen	Administrative Officer IV	Monday, Wednesday, Friday	Tuesday, Thursday
Salvador Reaño	Administrative Assistant III	Monday, Friday	Tuesday to Thursday
Selwyn Rom	Administrative Aide VI	Monday, Wednesday	Tuesday, Thursday, Friday
Cherrie Ann Sinsay	Administrative Aide III-COS	Tuesday, Wednesday	Monday, Thursday, Friday
Aldrin Santos	Job Order	Monday, Thursday	Tuesday, Wednesday, Friday
<b>ICT Unit</b>			
Mignon Cecille Mangoba	Information Technology Officer I	Monday, Wednesday, Thursday	Tuesday, Friday
Jay Dayrit	Administrative Assistant II	Tuesday, Wednesday	Monday, Thursday, Friday
Christopher Matthew Tolentino	Administrative Aide III-COS	Monday, Friday	Tuesday, Wednesday, Thursday
<b>Legal Unit</b>			
Atty. Daniel Carpina	Attorney III	#	Monday to Friday
Judith Arturo	Legal Assistant I	#	Monday to Friday
Royce Aure	Registrar I	Monday, Thursday	Tuesday, Wednesday and Friday
<b>SDS Office</b>			
Kevin Herick C. Avilla	Administrative Assistant III	Monday, Tuesday	Wednesday, Thursday, Friday



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Kristine A. Salamatin	Registrar I	Tuesday, Wednesday	Monday, Thursday, Friday
Margie Lyn P. Antazo	Administrative Assistant II	Thursday, Friday	Monday, Tuesday, Wednesday
<b>Accounting Unit</b>			
Cherry D. Bayot	Accountant III	Monday, Wednesday, Thursday #	Tuesday, Friday
Dulce C. Tampoc	Administrative Assistant III	Monday, Tuesday	Wednesday, Thursday, Friday
Aisa A. Manzo	Administrative Assistant III	Monday, Tuesday	Wednesday, Thursday, Friday
Maria C. Pascua	Admin Aide IV	Monday, Wednesday	Tuesday, Thursday, Friday
Eugenio Romeo P. Reyes (senior citizen)	Administrative Assistant III	Monday	Tuesday to Friday
Realisa Rabulan	Administrative Assistant III	Monday, Friday	Tuesday, Wednesday, Thursday
Nenita Fronda (senior citizen)	Admin Officer I	Thursday	Monday, Tuesday, Wednesday, Friday
Ma. Cecilia Tenorio (pregnant)	Administrative Assistant III	Maternity Leave	
Tristan R. Sarmiento	Administrative Assistant III	Thursday, Friday	Monday to Wednesday
Louise Randolph L. Erasmo	Administrative Assistant III	Monday, Tuesday	Wednesday to Friday
Maribel P. Rojo	Administrative Assistant III	Monday, Thursday	Tuesday, Wednesday, Friday
Cheryl G. Jamao-As	Administrative Assistant III	Wednesday, Friday	Monday, Tuesday, Thursday
Clarissa P. Bayot	Administrative Assistant III	Wednesday, Thursday	Monday, Tuesday, Friday
Erica P. Ersando	Administrative Assistant III	Tuesday, Wednesday	Monday, Thursday, Friday



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Joyce L. Mojica	Administrative Assistant III	Monday, Thursday	Tuesday, Wednesday, Friday
May D. Pagtakhan	Administrative Assistant II	Thursday, Friday	Monday, Tuesday, Wednesday
Stella Mariz C. Anudon	Administrative Assistant III	Tuesday, Thursday	Monday, Wednesday, Friday
John Malong	Administrative Assistant III	Tuesday, Thursday	Monday Wednesday, Friday
Ellenita A. Feraer	Administrative Assistant III	Monday, Thursday	Tuesday, Wednesday, Friday
Mary Godwyn P. Olido	Administrative Assistant III	Wednesday, Friday	Monday, Tuesday, Thursday
Angelica C. Eufemio	Administrative Assistant III	Monday, Thursday	Tuesday, Wednesday, Friday
Marie C. Barrera	Administrative Assistant III	Wednesday, Thursday	Monday Wednesday, Friday
Roxanne T. Guimpatan	Administrative Assistant III	Tuesday, Wednesday	Monday, Thursday, Friday
Edna C. Zurbano	Administrative Assistant II	Thursday, Friday	Monday to Wednesday
Jennifer B. Omipon	Administrative Assistant III	Tuesday, Wednesday	Monday, Thursday, Friday
Alicia Panganiban	Administrative Assistant III	Tuesday, Thursday	Monday Wednesday, Friday
Sherwin A. Rom	Administrative Assistant III	Monday, Wednesday	Tuesday, Thursday, Friday
<b>Budget Unit</b>			
Joel Solis	Administrative Officer V	Monday, Wednesday, Friday	Tuesday, Thursday
Catherine Alberto	Administrative Assistant III	Monday, Wednesday	Tuesday, Thursday, Friday
Somaira Nolasco	Administrative Assistant II	Tuesday, Thursday	Monday, Wednesday, Friday
Earl Gerald M. Corpez	Administrative Assistant I	Monday, Tuesday, Friday	Wednesday, Thursday



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<b>CID</b>			
Elpidia B.Bergado	CHIEF- CID	Monday, Wednesday, Friday	Tuesday, Thursday
Josephine M. Monzaga	EPS	Wednesday, Thursday	Monday, Tuesday, Wednesday, Friday
Noel S. Ortega	EPS	Monday, Thursday	Monday, Tuesday, Wednesday, Friday
Anna Marie S. Aranzanzo	EPS	Monday, Tuesday	Wednesday, Thursday, Friday
Romeo E. Endraca	EPS	Tuesday, Thursday	Monday, Wednesday, Friday
Emily R. Quintos	EPS	Monday, Tuesday	Wednesday, Thursday, Friday
Riza D. Soberano	EPS	Thursday, Friday	Monday, Tuesday, Wednesday
Wenifreda S. Diquit	EPS	Thursday, Friday	Monday, Tuesday, Wednesday
Maribeth C. Rieta	EPS	Tuesday, Thursday	Monday, Wednesday, Friday
Helen B. Mendoza*	EPS	Monday, Wednesday	Tuesday, Thursday, Friday
Alma V. Lopez	PSDS	Tuesday	Monday, Wednesday, Thurs and Friday(District/WFH)
Ma. Victoria Maligayo	PSDS	Monday	
Felisa Matel	EPS 2	Wednesday, Thursday	Monday, Tuesday, Friday
Elma P. Aure	EPS 2	Monday, Tuesday	Wednesday, Thursday, Friday
Marlyn D. Villanueva	EPS 2	On leave	



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Ana Rose B. Atendido	EPS 2	Thursday, Friday	Monday, Tuesday, Wednesday
Al Jerald V. Leyson	EPS 2	Tuesday, Wednesday	Monday, Thursday, Friday
Leonila L. Custodio	Librarian	Monday, Tuesday	Wednesday, Thursday, Friday
Julie Ann V. Vertudes	PDO 2	Tuesday, Wednesday	Monday, Thursday, Friday
<b>CID Staff</b>			
Rowena Ana A. Ramos	Administrative Assistant II	Monday, Tuesday	Wednesday, Thursday, Friday
Jesselle Z. Macapagal	Administrative Aide III -COS	Wednesday, Thursday	Monday, Tuesday, Friday
Richel V. Austral (New)	Administrative Aide IV	Monday, Friday	Tuesday, Wednesday, Thursday
Marionito Nuestro	Administrative Aide IV	Monday, Wednesday	Tuesday, Thursday, Friday
George Bergado	Administrative Aide III-COS	Monday, Wednesday, Friday	Tuesday, Thursday
<b>SGOD</b>			
Diana P. Topacio	SGOD-Chief	Tuesday, Thursday, Friday	Monday, Wednesday
Cheska Lei Sabando	Administrative Aide III-COS	Thursday, Friday	Monday to Wednesday
Jay Fulvadora	Administrative Aide III-COS	Tuesday, Thursday	Monday, Wednesday, Friday
Shanen Ramos	Administrative Aide III-COS	Monday, Tuesday	Wednesday to Friday
Ermelinda Pegenia	Administrative Assistant II	Monday (ASDS), Tuesday, Friday	Wednesday, Thursday
Emerson Colorado	Administrative Aide III-COS	Wednesday, Thursday	Tuesday, Wednesday, Friday
Albert Erni	EPS 2	Tuesday, Friday	Monday, Wednesday, Thursday



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Reniel Patrick Tejidor	Planning Officer III	Monday, Tuesday	Wednesday to Friday
Kristine dela Rosa	EPS 2	Monday, Tuesday	Wednesday to Friday
May Anne Romanes	SEPS Research	Monday, Wednesday	Tuesday, Thursday, Friday
Rey Ann Avilla	PDO 1	Tuesday, Thursday	Monday, Wednesday, Friday
Lito Camo Jr.	PDO 1	Tuesday, Friday	Monday Wednesday, Thursday
Neil Ivan Lontoc	PDO 1	Monday, Thursday	Tuesday, Wednesday, Friday
Joel Mina	Engineer III	Monday, Wednesday	Tuesday, Thursday, Friday
Debbie Ocampo	Division Architech	Monday, Wednesday	Tuesday, Thursday, Friday
Joanna Rose Seva	Administrative Assistant II	Monday, Wednesday	Tuesday, Thursday, Friday
Rosa Maria Valdez	Administrative Assistant III	Tuesday, Wednesday	Monday, Thursday, Friday
Eldrich Salamatin	Registrar I	Tuesday, Wednesday	Monday, Thursday, Friday
John Mark Soliga	Registrar I	Thursday, Friday	Monday to Wednesday
Marlene Panganiban	SEPS SocMob	Monday, Wednesday	Tuesday, Thursday, Friday
Ronalyn Salazar	SEPS HRD	Monday, Wednesday	Tuesday, Thursday, Friday
Jesselle Mark Reyes	PDO II	Monday, Tuesday	Wednesday, Thursday, Friday
Carlo Melo	Administrative Aide III-COS	Tuesday, Thursday, Friday	Monday, Wednesday
Gerry Nato	Administrative Aide III-COS	Tuesday, Thursday, Friday	Monday, Wednesday
<b>Dental Unit</b>			



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Dr. Aileen Hazel Tuvera	Dentist II	Monday, Friday	Tuesday to Thursday
Kiel King Austria	Administrative Aide III-COS	Monday, Friday	Tuesday to Thursday
Dr. Demi Jo Francisco	Dentist II	Tuesday	Monday, Wednesday, Thursday, Friday
Robin Caparas	Dental Aide	Tuesday	Monday, Wednesday, Thursday, Friday
Dr. Elizabeth Glorioso	Dentist II	Wednesday, Thursday	Monday, Tuesday, Friday
Joselito Solis	Dental Aide	Wednesday, Thursday	Monday, Tuesday, Friday
Dr. Grace Tolentino	Dentist II	Wednesday, Thursday	Monday, Tuesday, Friday
Corazon Lopez	Dental Aide	Wednesday, Thursday	Monday, Tuesday, Friday
Dr. Ronald Alvin Alamo	Dentist II	Tuesday	Monday, Wednesday, Thursday, Friday
Andres Magcayang	Dental Aide	Tuesday	Monday, Wednesday, Thursday, Friday
Dr. Josiebelle Francisco	Dentist II	Monday, Friday	Tuesday to Thursday
Estrella Bueno	Dental Aide	Monday, Friday	Tuesday to Thursday
Dr. Placida Roxas	Dentist II	Monday, Friday	Tuesday to Thursday
Note: * - WFH due to pregnancy, senior citizen, pregnant women, PWD			
# - as need arises			



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*Enclosure 2 to Division Memorandum no , s. 2020 New Alternative Work Arrangement Schedule for Schools Division Office of Cavite Province*





**Individual Work Week Accomplishment Report**

Name of Personnel:  
Position:

Division/ Office:

<b>Actual Days of Attendance to Work</b>	<b>Actual Time Log/ Online time Log</b>	<b>Actual Accomplishment/ Output</b>
October 12, 2020	8:00 AM – 5:00 PM	



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