



Republic of the Philippines
Department of Education
REGION IV-A

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

May 24, 2021

DIVISION MEMORANDUM
NO. 158, s. 2021

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
All Unit Heads
Division Personnel
All concerned

**NEW ALTERNATIVE WORK ARRANGEMENT SCHEDULE ON
GENERAL COMMUNITY QUARANTINE**

1. Pursuant to the Inter- Agency Task Force (IATF) Resolution No. 115-A announcing that province of Cavite shall be placed under General Community Quarantine (GCQ), this Office announces the **New Alternative Work Arrangement (AWA) Schedule on General Community Quarantine**.
2. Furthermore, in compliance with CSC Memorandum circular no.10, s.2020 on the Amendments to the Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government during the Period of State of Public Health Emergency due to COVID-19 Pandemic, each office/ school shall ensure that **at least one staff is physically present during the core working hours (8:00 am to 5:00 pm)** of each workday in order not to prejudice public service delivery.
3. Employees under work-from-home shall make themselves available during the work hours that they are at home. Posting of pictures on social media that are not related activities during the WFH hours are strictly discouraged.



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REGION IV-A
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4. All school-based non-teaching personnel are also advised to report in the school at least twice a week.
5. For your strict compliance and guidance.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

MCS/DM No.158, s. 2021
052521-065 /05/ 25/ 2021



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REGION IV-A

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Enclosure 1 to Division Memorandum no , s. 2021 New Alternative Work Arrangement Schedule on General Community Quarantine

NEW ALTERNATIVE WORK ARRANGEMENT SCHEDULE ON GCQ

Name	Position	Work Arrangement	
		Office	Remarks
Office of SDS			
Rommel C. Bautista	SDS	#	
Office of ASDS			
Galileo L. Go	ASDS	#	
Randy Punzalan	ASDS	#	
Mona Karlaine Cortez	Administrative Aide VI	Monday, Wednesday	Tuesday, Thursday, Friday
Ronel Asas	Administrative Aide IV	Tuesday, Thursday	Monday, Wednesday, Friday
Administrative Services			
Verna C. Cabaya	Administrative Officer V	Monday, Wednesday	Tuesday, Thursday, Friday
Mika Costelo	Administrative Aide VI	Monday, Wednesday	Tuesday, Thursday, Friday
General Services			
Augusto Calpo	Administrative Aide I	#	
Ramil Duclay	Administrative Aide III-COS	#	
Marissa Jacob	Administrative Aide III-COS	Monday, Wednesday, Thursday	Tuesday, Friday



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Department of Education

REGION IV-A





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Jerome Corpez	Administrative Aide III-COS	Monday, Wednesday, Friday	Tuesday, Thursday
Jessica Cailing	Administrative Aide III-COS	Monday, Tuesday, Friday	Wednesday, Thursday
Alvin Cera	Job Order	Mon – Fri	
Joel Violeta	Job Order	Mon - Fri	
Glenn Roduta	Administrative Aide IV-Driver	#	
Carmelo Castro	Administrative Aide III- Driver	#	
Roland Bocalan	Administrative Aide III-COS	#	

Personel Unit

Elaine V. Balen	Administrative Officer IV	Monday, Wednesday	Tuesday, Thursday, Friday
Ronald Kevin C. Del Rosario	Administrative Officer II	Tuesday, Friday	Monday, Wednesday, Thursday
Maureen Sidocon	Administrative Officer II	Monday, Thursday	Tuesday, Wednesday, Friday
Johnny Matias Jr	Administrative Officer II	Thursday, Friday	Monday to Wednesday
Richelle N. Panganiban	Administrative Assistant III	Tuesday, Friday	Monday, Wednesday, Thursday
Lian Jazzel T. Velasco	Administrative Assistant III	Monday, Wednesday	Tuesday, Thursday, Friday
Norita C. Vasquez	Administrative Assistant III	Monday, Wednesday	Tuesday, Thursday, Friday
Ma. Corazon P. Federoso	Administrative Assistant III	Thursday, Friday	Monday to Wednesday
May L. Castaño	Administrative Assistant III	Wednesday, Friday	Monday, Tuesday, Thursday



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REGION IV-A

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Roy Edward C. Constante	Administrative Assistant III		Monday to Friday
Roel L. Penus	Administrative Aide III	Tuesday, Thursday	Monday, Wednesday, Friday
Angelica Cabral	Administrative Aide VI	Monday, Wednesday	Tuesday, Thursday, Friday
Michelle M. Masicap	Admin Aide III-COS	Tuesday, Thursday	Monday, Wednesday, Friday
Records Unit			
Melecio Pedron	Administrative Officer IV	Monday, Wednesday	Tuesday, Thursday, Friday
Sarah Lyn Penalba	Administrative Assistant III	Monday, Thursday	Tuesday, Wednesday, Friday
Mary Jean Gallardo	Administrative Aide IV	Thursday, Friday	Monday to Wednesday
Melvin Romen	Administrative Aide VI	Tuesday, Wednesday	Monday, Thursday, Friday
Cashier Unit			
Laura R. Crema	Administrative Officer IV	Monday, Wednesday	Tuesday, Thursday, Friday
Arevalo, Abegail	Administrative Assistant III	Tuesday, Wednesday	Monday, Thursday, Friday
Ilagan, May Ann M.	Administrative Assistant II	Thursday, Friday	Monday to Wednesday
Jennifer Tolica	Administrative Assistant II	Monday, Tuesday	Wednesday to Friday
Kim Louraine U. Bagsic	Administrative Assistant II	Monday, Thursday	Tuesday, Wednesday, Friday
Jennifer E. Sobrevilla	Administrative Assistant II	Thursday, Friday	Monday to Wednesday
Elsie Crisostomo	Administrative Aide VI	#	
Supply Unit			



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Department of Education

REGION IV-A

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Edward Joevan Romen	Administrative Officer IV	Monday, Wednesday, Friday	Tuesday, Thursday
Salvador Reaño	Administrative Assistant III	Monday, Tuesday, Thursday	Wednesday, Friday
Selwyn Rom	Administrative Aide VI	Monday, Wednesday, Friday	Tuesday, Thursday
Cherrie Ann Sinsay	Administrative Aide III-COS	Monday, Wednesday, Friday	Tuesday, Thursday
Aldrin Santos	Job Order	Monday, Tuesday, Thursday	Wednesday, Friday
ICT Unit			
Mignon Cecille Mangoba	Information Technology Officer I		
Jay Dayrit	Administrative Assistant II	Tuesday, Wednesday	
Christopher Matthew Tolentino	Administrative Aide III-COS	Monday, Thursday, Friday	
Legal Unit			
Atty. Daniel Carpina	Attorney III	Monday to Friday	
Judith Arturo	Legal Assistant I	WFH	Monday to Friday
Royce Aure	Registrar I	WFH	Monday to Friday
SDS Office			
Kevin Herick C. Avilla	Administrative Assistant III	Tuesday, Wednesday	Monday, Thursday, Friday
Kristine A. Salamatin	Registrar I	Thursday, Friday	Monday, Tuesday, Wednesday
Margie Lyn P. Antazo	Administrative Assistant II	Thursday, Friday	Monday to Wednesday



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Department of Education

REGION IV-A

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Rose Ann C. Creencia	Administrative Aide VI	Monday, Tuesday	Wednesday to Friday
Accounting Unit			
Cherry D. Bayot	Accountant III	Monday, Wednesday	Tuesday, Thursday, Friday
Aisa A. Manzo	Administrative Assistant III	Tuesday, Wednesday	Monday, Thursday, Friday
Dulce C. Tampoc	Administrative Officer II	Wednesday-DO, Tuesday and Thursday-School	Monday, Friday
Cheryl G. Jomao-as	Administrative Officer II	Wednesday-DO, Tuesday and Thursday-School	Monday, Friday
Maria C. Pascua	Admin Aide IV	Tuesday, Wednesday	Monday, Thursday, Friday
Realisa Rabulan	Administrative Assistant III	Monday, Wednesday	Tuesday, Thursday, Friday
Nenita Fronda (senior citizen)	Admin Officer I	Tuesday, Thursday	Monday, Wednesday, Friday
Ma. Cecilia Tenorio	Administrative Assistant III	Tuesday, Wednesday	Monday, Thursday, Friday
Tristan R. Sarmiento	Administrative Assistant III	Thursday, Friday	Monday to Wednesday
Louise Randolph L. Erasmo	Administrative Assistant III	Wednesday, Friday	Monday, Tuesday, Thursday
Maribel P. Rojo	Administrative Assistant III	Monday, Thursday	Tuesday, Wednesday, Friday
Clarissa P. Bayot	Administrative Assistant III	Tuesday, Wednesday	Monday, Thursday, Friday
Erica P. Ersando	Administrative Assistant III	Tuesday, Thursday	Monday, Wednesday, Friday
May D. Pagtakhan	Administrative Assistant II	Monday, Tuesday	Wednesday to Friday
Stella Mariz C. Anudon	Administrative Assistant III	Monday, Wednesday	Tuesday, Thursday, Friday



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John Malong	Administrative Assistant III	Monday, Wednesday	Tuesday, Thursday, Friday
Ellenita A. Feraer	Administrative Assistant III	Thursday, Friday	Monday to Wednesday
Mary Godwyn P. Olido	Administrative Assistant III	Tuesday, Thursday	Monday, Wednesday, Friday
Angelica E. Espineli	Administrative Assistant III	Monday, Thursday	Tuesday, Wednesday, Friday
Marie C. Barrera	Administrative Assistant III	Tuesday, Thursday	Monday, Wednesday, Friday
Roxanne T. Guimpatan	Administrative Assistant III	Monday and Wednesday-School, Friday-DO	Tuesday, Thursday
Edna C. Zurbano	Administrative Assistant II	Thursday, Friday	Monday to Wednesday
Jennifer B. Omipon	Administrative Assistant III	Tuesday, Friday	Monday, Wednesday, Thursday
Alicia Panganiban	Administrative Assistant III	Wednesday, Friday	Monday, Tuesday, Thursday
Sherwin A. Rom	Administrative Assistant III	Monday, Tuesday	Wednesday to Friday
Paolo Ponciano		Wednesday	

Budget Unit

Joyce L. Mojica	OIC- Budget Officer	Monday & Thursday	Tuesday, Wednesday, Friday
Catherine Alberto	Administrative Assistant III	Monday & Tuesday	Wednesday to Friday
Somaira Nolasco	Administrative Assistant II	Tuesday & Wednesday	Monday, Thursday, Friday
Earl Gerald M. Corpez		Thursday & Friday	Monday to Wednesday

CID



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Department of Education
REGION IV-A
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Elpidia B. Bergado	CHIEF- CID	Monday, Wednesday	Tuesday, Thursday, Friday
Josephine M. Monzaga	EPS	Wednesday, Thursday	Monday, Tuesday, Friday
Noel S. Ortega	EPS	Monday, Thursday	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
Laarni R. Granado	EPS	Monday, Wednesday	Tuesday, Thursday, Friday
Myra T. Bergunio	OIC – EPS	Monday, Wednesday	Tuesday, Thursday, Friday
Ma. Victoria Maligayo	PSDS	Monday, Tuesday	Wednesday, Thursday, Friday
Felisa Matel	EPS 2	Wednesday, Thursday	Monday, Tuesday, Friday
Elma P. Aure	EPS 2	Monday, Tuesday	Wednesday to Friday
Ana Rose B. Atendido	EPS 2	Thursday, Friday	Monday to Wednesday



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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
CID Staff			
Rowena Ana A. Ramos	Administrative Assistant II	Monday, Tuesday	Wednesday, Thursday, Friday
Jesselle Z. Macapagal	Administrative Aide III -COS	Wednesday, Thursday	Monday, Tuesday, Friday
Richiel V. Austral	Administrative Aide VI	Monday, Friday	Tuesday, Wednesday, Thursday
Marionito Nuestro	Administrative Aide IV	Monday, Wednesday	Tuesday, Thursday, Friday
George Bergado		Monday, Wednesday	Tuesday, Thursday, Friday
SGOD			
Diana P. Topacio	SGOD-Chief	Tuesday, Thursday	Monday, Wednesday, Friday
Gerry Nato	Administrative Aide III-COS	Tuesday, Thursday	Monday, Wednesday, Friday
Shanen Ramos	Administrative Aide III-COS	Tuesday, Wednesday	Monday, Thursday, Friday
Ermelinda Pegenia	Administrative Assistant II	Thursday, Friday	Monday to Wednesday
Albert Erni	EPS II	Tuesday, Thursday	Monday, Wednesday, Friday
Jay Fulvadora	Administrative Aide III-COS	Monday, Wednesday	Tuesday, Thursday, Friday



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Maria Belen Mojica	SEPS	Monday, Tuesday	Wednesday to Friday
Kristine dela Rosa	EPS II	Wednesday, Thursday	Monday, Tuesday, Friday
Rosa Maria Valdez	Administrative Assistant III	Tuesday, Wednesday	Monday, Thursday, Friday
Joel Mina	Engineer III	Tuesday, Wednesday	Monday, Thursday, Friday
Debbie Ocampo	Division Architect	Monday, Wednesday	Tuesday, Thursday, Friday
Joanna Rose Seva	Administrative Assistant II	Wednesday, Thursday	Monday, Tuesday, Friday
Joel Ayos	Administrative Aide III-COS	Tuesday, Friday	Monday, Wednesday, Thursday
May Anne Romanes	SEPS	Monday, Tuesday	Wednesday to Friday
Reniel Patrick Tejidor	Planning Officer III	Monday, Tuesday	Wednesday to Friday
Roberto Luis del Rosario	Registrar I	Monday, Friday	Tuesday, Wednesday, Thursday
John Mark Soliga	Registrar I	Tuesday, Wednesday	Monday, Thursday, Friday
Chenson Bagan	Administrative Aide III-COS	Wednesday, Thursday	Monday, Tuesday, Friday
El Drich Salamatín	Registrar I	Thursday, Friday	Monday to Wednesday
Jay Reyes	PDO II	Monday, Wednesday, Thursday	Tuesday, Friday
Carlo Melo	Administrative Aide III-COS	Monday, Tuesday, Friday	Wednesday, Thursday
Marlene Panganiban	SEPS	Wednesday, Thursday	Monday, Tuesday, Friday
Theresa Bautista*	EPS II	WFH	Monday to Friday



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Ronalyn Salazar	SEPS	Tuesday, Thursday	Monday, Wednesday, Friday
Neil Ivan Lontoc	PDO I	Tuesday, Wednesday	Monday, Thursday, Friday
Lito Camo Jr.	PDO I	Monday, Thursday	Tuesday, Wednesday, Friday
Dental Unit			
Dr. Ronald Alvin B. Alamo	Dentist II	Monday, Tuesday	Wednesday to Friday
Andres O. Magcayang		Monday, Tuesday	Wednesday to Friday
Dr. Demi Jo B. Francisco	Dentist II -	Thursday, Friday	Monday to Wednesday
Dr. Josiebelle B. Francisco	Dentist II	Monday, Wednesday	Tuesday, Thursday, Friday
Estrella O. Bueno	Dental Aide	Monday, Wednesday	Tuesday, Thursday, Friday
Dr. Elizabeth A. Glorioso	Dentist II	Wednesday, Thursday	Monday, Tuesday, Friday
Joselito M. Solis	Dental Aide	Wednesday, Thursday	Monday, Tuesday, Friday
Dr. Placida P. Roxas	Dentist II	Tuesday, Wednesday	Monday, Thursday, Friday
Vincent Carlo S. Nuestro	Dental Aide - COS	Tuesday, Wednesday	Monday, Thursday, Friday
Dr. Grace B. Tolentino	Dentist II	Tuesday, Friday	Monday, Wednesday, Thursday
Corazon P. Lopez	Dental Aide	Tuesday, Friday	Monday, Wednesday, Thursday
Dr. Aileen Hazel R. Tuvera	Dentist II	Monday, Thursday	Tuesday, Wednesday, Friday
Kiel King V. Austria	Administrative Aide III-COS	Monday, Thursday	Tuesday, Wednesday, Friday







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