



Republic of the Philippines
Department of Education

REGION IV-A

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

August 02, 2021

DIVISION MEMORANDUM

NO. 255, s. 2021

TO: OIC, 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 WITH HEIGHTENED RESTRICTIONS**

1. Pursuant to the Inter- Agency Task Force (IATF) Resolution No. 130-A announcing that province of Cavite shall be placed under General Community Quarantine (GCQ) with heightened restrictions until August 15, 2021, this Office announces the **New Alternative Work Arrangement (AWA) Schedule** (*Please see enclosure no. 1*). Moreover, in cases when new IATF Resolution will be approved placing the province under GCQ and MGCQ, the attached schedule will be followed. (*Please see enclosure no. 2*)
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.
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. 255 s. 2021
080221-109 /08/ 02/ 2021



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Department of Education

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SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

Enclosure 1 to Division Memorandum no 255, s. 2021 New Alternative Work Arrangement Schedule on General Community Quarantine w/ heightened restrictions

ALTERNATIVE WORK ARRANGEMENT DURING MECQ, GCQ W/ HEIGHTENED RESTRICTIONS

Name	Position	Work Arrangement	
		Office	Remarks
Office of SDS			
Rommel C. Bautista	SDS	#	
Office of ASDS			
Galileo L. Go	ASDS	#	
Randy Punzalan	ASDS	#	
Mona Karllaine 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	#	



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Marissa Jacob	Administrative Aide III-COS	Monday, Wednesday, Thursday	Tuesday, Friday
Jerome Corpez	Administrative Aide III-COS	Monday, Tuesday, Wednesday	Thursday, Friday
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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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	Tuesday, Wednesday	Monday, 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	Monday, Tuesday	Wednesday, Thursday, Friday
Ilagan, May Ann M.	Administrative Assistant II	***maternity leave	
Jennifer Tolica	Administrative Assistant II	Wednesday, Thursday	Monday, Tuesday, Friday
Kim Louraine U. Bagsic	Administrative Assistant II	Tuesday, Friday	Monday, Wednesday, Thursday
Jennifer E. Sobrevilla	Administrative Assistant II	Thursday, Friday	Monday to Wednesday
Elsie Crisostomo	Administrative Aide VI	#	
Supply Unit			



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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	Monday, Thursday	Tuesday, Wednesday, Friday
SDS Office			
Kevin Herick C. Avilla	Administrative Assistant III	Monday, Tuesday	Monday, Thursday, Friday
Kristine A. Salamatin	Registrar I	***maternity leave	
Margie Lyn P. Antazo	Administrative Assistant II	Monday/Wednesday, Friday	Monday/ Wednesday, Tuesday, Thursday



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Rose Ann C. Creencia	Administrative Aide VI	Wednesday, Thursday	Monday, Thursday, Friday
Accounting Unit			
Cherry D. Bayot	Accountant III	Monday, Tuesday, Wednesday	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	Monday, Thursday	Tuesday, Wednesday, Friday
Tristan R. Sarmiento	Administrative Assistant III	Thursday, Friday	Monday to Wednesday
Louise Randolph L. Erasmo	Administrative Assistant III	Wednesday, Thursday	Monday, Tuesday, Friday
Maribel P. Rojo	Administrative Assistant III	Monday, Thursday	Tuesday, Wednesday, Friday
Clarissa P. Bayot	Administrative Assistant III	Monday, Tuesday	Wednesday, Thursday, Friday
May D. Pagtakhan	Administrative Assistant II	Monday, Tuesday	Wednesday to Friday
Stella Mariz C. Anudon	Administrative Assistant III	Wednesday, Friday	Monday, Tuesday, Thursday



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John Malong	Administrative Assistant III	Wednesday, Thursday	Monday, Tuesday, Friday
Ellenita A. Feraer	Administrative Assistant III	Tuesday, Thursday	Monday, Wednesday, Friday
Mary Godwyn P. Olido	Administrative Assistant III	Tuesday, Wednesday	Monday, Thursday, Friday
Angelica E. Espineli	Administrative Assistant III	Monday, Thursday	Tuesday, Wednesday, Friday
Marie C. Barrera	Administrative Assistant III	Monday, Thursday	Tuesday, 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	Administrative Assistant III	Thursday	
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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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. Aranzano	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	Monday	
Elma P. Aure	EPS 2	Monday	
Ana Rose B. Atendido	EPS 2	Monday	
Al Jerald V. Leyson	EPS 2	Monday	
Leonila L. Custodio	Librarian	Thursday, Friday	Monday to Wednesday
Julie Ann V. Vertudes	PDO 2	Tuesday, Wednesday	Monday, Thursday, Friday



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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
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



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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 Salamatin	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
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
Erizca P. Ersando	PDO I	Monday, Friday	Tuesday to Thursday
Dental Unit			
Dr. Ronald Alvin B. Alamo	Dentist II	Monday, Tuesday	Wednesday to Friday



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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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Enclosure No. 2 to Division Memorandum no 255, s. 2021 New Alternative Work Arrangement Schedule on General Community Quarantine w/ heightened restrictions

ALTERNATIVE WORK ARRANGEMENT DURING GCQ AND MGCQ

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



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Marissa Jacob	Administrative Aide III-COS	Monday, Wednesday, Thursday, Friday	Tuesday
Jerome Corpez	Administrative Aide III-COS	Monday, Tuesday, Wednesday, Thursday	Friday
Jessica Cailing	Administrative Aide III-COS	Monday, Tuesday, Thursday, Friday	Wednesday
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, Tuesday, Wednesday	Thursday, Friday
Ronald Kevin C. Del Rosario	Administrative Officer II	Monday, Tuesday, Friday	Wednesday, Thursday
Maureen Sidocon	Administrative Officer II	Monday, Wednesday, Thursday	Tuesday, Friday
Johnny Matias Jr	Administrative Officer II	Tuesday, Thursday, Friday	Monday, Wednesday
Richelle N. Panganiban	Administrative Assistant III	Monday, Tuesday, Friday	Wednesday, Thursday
Lian Jazzel T. Velasco	Administrative Assistant III	Monday, Tuesday, Thursday	Wednesday, Friday
Norita C. Vasquez	Administrative Assistant III	Monday, Tuesday, Wednesday	Thursday, Friday



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



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Elsie Crisostomo	Administrative Aide VI	Monday to Wednesday	Thursday, Friday
Supply Unit			
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	Monday, Wednesday, Thursday	Tuesday, Friday
SDS Office			
Kevin Herick C. Avilla	Administrative Assistant III	Monday, Tuesday, Wednesday	Thursday, Friday
Kristine A. Salamatin	Registrar I	***maternity leave	



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Margie Lyn P. Antazo	Administrative Assistant II	Monday, Thursday, Friday	Tuesday, Wednesday
Rose Ann C. Creencia	Administrative Aide VI	Tuesday, Wednesday, Thursday	Monday, Friday
Accounting Unit			
Cherry D. Bayot	Accountant III	Monday, Tuesday, Wednesday Thursday	Friday
Aisa A. Manzo	Administrative Assistant III	Tuesday, Wednesday, Thursday,	Monday, 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	Monday, Tuesday, Wednesday	Thursday, Friday
Realisa Rabulan	Administrative Assistant III	Monday, Tuesday, Wednesday	Thursday, Friday
Nenita Fronda (senior citizen)	Admin Officer I	Monday, Tuesday, Thursday	Wednesday, Friday
Ma. Cecilia Tenorio	Administrative Assistant III	Monday, Tuesday, Thursday	Wednesday, Friday
Tristan R. Sarmiento	Administrative Assistant III	Tuesday, Thursday, Friday	Monday, Wednesday
Louise Randolph L. Erasmo	Administrative Assistant III	Tuesday, Wednesday, Thursday	Monday, Friday
Maribel P. Rojo	Administrative Assistant III	Monday, Wednesday, Thursday	Tuesday, Friday
Clarissa P. Bayot	Administrative Assistant III	Monday, Tuesday, Thursday	Wednesday, Friday
May D. Pagtakhan	Administrative Assistant II	Monday, Tuesday, Wednesday	Thursday to Friday



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Stella Mariz C. Anudon	Administrative Assistant III	Monday, Wednesday, Friday	Tuesday, Thursday
John Malong	Administrative Assistant III	Monday, Wednesday, Friday	Tuesday, Thursday
Ellenita A. Feraer	Administrative Assistant III	Tuesday, Thursday, Friday	Monday, Wednesday
Mary Godwyn P. Olido	Administrative Assistant III	Tuesday, Thursday, Friday	Monday, Wednesday
Angelica E. Espineli	Administrative Assistant III	Monday, Wednesday, Thursday	Tuesday, Friday
Marie C. Barrera	Administrative Assistant III	Tuesday, Wednesday, Thursday	Monday, Friday
Roxanne T. Guimpatan	Administrative Assistant III	Monday and Wednesday-School, Friday-DO	Tuesday, Thursday
Edna C. Zurbano	Administrative Assistant II	Wednesday, Thursday, Friday	Monday, Tuesday
Jennifer B. Omipon	Administrative Assistant III	Monday, Tuesday, Friday	Wednesday, Thursday
Alicia Panganiban	Administrative Assistant III	Monday, Wednesday, Friday	Tuesday, Thursday
Sherwin A. Rom	Administrative Assistant III	Monday, Tuesday, Wednesday	Thursday, Friday
Paolo Ponciano	Administrative Assistant III	Mon- Wed- COA, Thursday	Friday
Budget Unit			
Joyce L. Mojica	OIC- Budget Officer	Monday, Thursday, Friday	Tuesday, Wednesday
Catherine Alberto	Administrative Assistant III	Monday, Tuesday, Thursday	Wednesday, Friday
Somaira Nolasco	Administrative Assistant II	Tuesday, Wednesday, Thursday	Monday, Friday
Earl Gerald M. Corpez		Wednesday, Thursday, Friday	Monday, Tuesday



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REGION IV-A
SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

CID			
Elpidia B. Bergado	CHIEF- CID	Monday, Wednesday, Friday	Tuesday, Thursday
Josephine M. Monzaga	EPS	Wednesday, Thursday, Friday	Monday, Tuesday
Noel S. Ortega	EPS	Monday, Tuesday, Wednesday	Thursday, Friday
Anna Marie S. Aranzano	EPS	Monday, Tuesday, Wednesday	Thursday, Friday
Romeo E. Endraca	EPS	Monday, Thursday, Friday	Tuesday, Wednesday
Emily R. Quintos	EPS	Monday, Tuesday, Wednesday	Thursday, Friday
Riza D. Soberano	EPS	Wednesday, Thursday, Friday	Monday, Tuesday
Wenifreda S. Diquit	EPS	Wednesday, Thursday, Friday	Monday, Tuesday
Maribeth C. Rieta	EPS	Monday, Wednesday, Thursday	Tuesday, Friday
Laarni R. Granado	EPS	Tuesday, Wednesday, Thursday,	Monday, Friday
Myra Lyn T. Bergunio	OIC – EPS	Monday, Tuesday, Friday	Wednesday, Thursday
Ma. Victoria Maligayo	PSDS	Tuesday, Thursday, Friday	Monday, Wednesday
Felisa Matel	EPS 2	Monday to Thursday	Friday
Elma P. Aure	EPS 2	Monday to Friday	
Ana Rose B. Atendido	EPS 2	Monday to Thursday	Friday
Al Jerald V. Leyson	EPS 2	Monday to Friday	
Leonila L. Custodio	Librarian	Wednesday, Thursday, Friday	Monday, Tuesday



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Julie Ann V. Vertudes	PDO 2	Tuesday, Wednesday, Thursday	Monday, Friday
CID Staff			
Rowena Ana A. Ramos	Administrative Assistant II	Monday, Tuesday, Wednesday	Thursday, Friday
Jesselle Z. Macapagal	Administrative Aide III -COS	Tuesday, Wednesday, Thursday	Monday, Friday
Richiel V. Austral	Administrative Aide VI	Monday, Thursday, Friday	Tuesday, Wednesday
Marionito Nuestro	Administrative Aide IV	Monday, Wednesday, Friday	Tuesday, Thursday
George Bergado		Monday, Wednesday, Friday	Tuesday, Thursday
SGOD			
Diana P. Topacio	SGOD-Chief	Monday, Tuesday, Thursday	Wednesday, Friday
Gerry Nato	Administrative Aide III-COS	Monday, Tuesday, Thursday	Wednesday, Friday
Shanen Ramos	Administrative Aide III-COS	Monday, Tuesday, Wednesday	Thursday, Friday
Ermelinda Pegenia	Administrative Assistant II	Tuesday, Thursday, Friday	Monday, Wednesday
Albert Erni	EPS II	Tuesday, Wednesday, Thursday	Monday, Friday
Jay Fulvadora	Administrative Aide III-COS	Monday, Wednesday, Friday	Tuesday, Thursday
Maria Belen Mojica	SEPS	Monday, Wednesday, Thursday	Tuesday, Friday
Kristine dela Rosa	EPS II	Tuesday, Wednesday, Thursday	Monday, Friday
Rosa Maria Valdez	Administrative Assistant III	Monday, Tuesday, Wednesday	Thursday, Friday
Joel Mina	Engineer III	Monday, Wednesday, Friday	Thursday, Tuesday



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Debbie Ocampo	Division Architect	Monday, Tuesday, Wednesday	Thursday, Friday
Joanna Rose Seva	Administrative Assistant II	Monday, Thursday, Friday	Tuesday, Wednesday
Joel Ayos	Administrative Aide III-COS	Tuesday, Wednesday, Thursday	Monday, Friday
May Anne Romanes	SEPS	Monday, Tuesday, Thursday	Wednesday, Friday
Reniel Patrick Tejidor	Planning Officer III	Monday, Tuesday, Wednesday	Thursday, Friday
Roberto Luis del Rosario	Registrar I	Wednesday, Thursday Friday	Monday, Tuesday,
John Mark Soliga	Registrar I	Monday, Tuesday, Wednesday	Thursday, Friday
Chenson Bagan	Administrative Aide III-COS	Monday, Tuesday, Wednesday	Thursday, Friday
El Drich Salamatin	Registrar I	Wednesday, Thursday, Friday	Monday, Tuesday
Jay Reyes	PDO II	Monday, Tuesday, Thursday	Wednesday, Friday
Carlo Melo	Administrative Aide III-COS	Monday, Wednesday, Friday	Tuesday, Thursday
Marlene Panganiban	SEPS	Tuesday, Wednesday, Thursday	Monday, Friday
Theresa Bautista*	EPS II	WFH	Monday to Friday
Ronalyn Salazar	SEPS	Monday, Tuesday, Thursday	Wednesday, Friday
Neil Ivan Lontoc	PDO I	Tuesday, Wednesday, Thursday	Monday, Friday
Lito Camo Jr.	PDO I	Monday, Tuesday, Wednesday	Thursday, Friday
Eriza P. Ersando	PDO I	Monday, Thursday, Friday	Tuesday, Wednesday
Dental Unit			



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



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