



Republic of the Philippines  
**Department of Education**  
REGION IV-A

**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 (GCQ)**

1. In reference to Division Memorandum no. 145 s. 2020 titled Alternative Work 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.
2. Any provision stipulated in previously issued Memoranda inconsistent with this Memorandum is hereby repealed.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



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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              |
| <b>Office of ASDS</b>          |                              |                           |                             |
| Galileo L. Go                  | ASDS                         | #                         |                             |
| <b>Administrative Services</b> |                              |                           |                             |
| Mika Costelo                   | Administrative Aide VI       | Monday, Wednesday, Friday | Tuesday, Thursday           |
| <b>Personel Unit</b>           |                              |                           |                             |
| 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 |



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|                               |                                  |                    |                                   |
|-------------------------------|----------------------------------|--------------------|-----------------------------------|
| 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 |
| <b>Records Unit</b>           |                                  |                    |                                   |
| 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          |
| <b>ICT Unit</b>               |                                  |                    |                                   |
| 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         |
| <b>Legal Unit</b>             |                                  |                    |                                   |
| Royce Aure                    | Registrar I                      | Monday             | Tuesday to Friday                 |
| <b>Budget Unit</b>            |                                  |                    |                                   |



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|   |                             |                           |                            |
|---|-----------------------------|---------------------------|----------------------------|
| Michelle M. Masicap   | Admin Aide III-COS          | Monday, Tuesday, Thursday | Wednesday, Friday          |
| <b>SGOD</b>   |                             |                           |                            |
| 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  |                             |                           |                            |



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