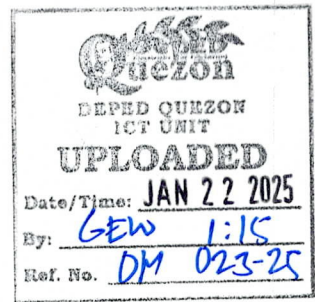




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



OFFICE MEMORANDUM
 OM No. 023, s. 2025

Date: 15 January 2025

SCHEDULE OF SECURITY GUARDS

To : DIVISION SECURITY GUARDS
This Office

Please be advised of your schedule of duty to this Office as follows:

SCHEDULE OF SECURITY GUARDS
EFFECTIVE January 2025

DATE	NAME	TIME
January 1, 2025	Neil G. Romero	6:00 AM – 6:00 PM
January 1, 2025	Brigilendo A. Raquel	6:00 PM – 6:00 AM
January 2, 2025	Pablo Perida	6:00 AM – 2:00 PM
January 2, 2025	Neil G. Romero	6:00 AM – 6:00 PM
January 2, 2025	Brigilendo A. Raquel	6:00 PM – 6:00 AM
January 3, 2025	Pablo Perida	6:00 AM – 2:00 PM
January 3, 2025	Neil G. Romero	6:00 AM – 6:00 PM
January 3, 2025	Brigilendo A. Raquel	6:00 PM – 6:00 AM
January 4, 2025	Neil G. Romero	6:00 AM – 6:00 PM
January 4, 2025	Brigilendo A. Raquel	6:00 PM – 6:00 AM
January 5, 2025	Neil G. Romero	6:00 AM – 6:00 PM
January 5, 2025	Brigilendo A. Raquel	6:00 PM – 6:00 AM
January 6, 2025	Pablo Perida	6:00 AM – 2:00 PM
January 6, 2025	Brigilendo A. Raquel	6:00 AM – 6:00 PM
January 6, 2025	Neil G. Romero	6:00 PM – 6:00 AM
January 7, 2025	Pablo Perida	6:00 AM – 2:00 PM
January 7, 2025	Brigilendo A. Raquel	6:00 AM – 6:00 PM
January 7, 2025	Neil G. Romero	6:00 PM – 6:00 AM
January 8, 2025	Pablo Perida	6:00 AM – 2:00 PM
January 8, 2025	Brigilendo A. Raquel	6:00 AM – 6:00 PM
January 8, 2025	Neil G. Romero	6:00 PM – 6:00 AM
January 9, 2025	Pablo Perida	6:00 AM – 2:00 PM
January 9, 2025	Brigilendo A. Raquel	6:00 AM – 6:00 PM
January 9, 2025	Neil G. Romero	6:00 PM – 6:00 AM
January 10, 2025	Pablo Perida	6:00 AM – 2:00 PM
January 10, 2025	Brigilendo A. Raquel	6:00 AM – 6:00 PM

DEPEDQUEZON-TM-SDS-04-010-005



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Trunkline #: (042) 784-0366, (042) 784-0164,
 (042) 784-0391, (042) 784-0321

DepEdTayoQuezon

www.depedquezon.com.ph

quezon@deped.gov.ph



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

January 10, 2025	Neil G. Romero	6:00 PM – 6:00 AM
January 11, 2025	Brigilendo A. Raquel	6:00 AM – 6:00 PM
January 11, 2025	Neil G. Romero	6:00 PM – 6:00 AM
January 12, 2025	Brigilendo A. Raquel	6:00 AM – 6:00 PM
January 12, 2025	Neil G. Romero	6:00 PM – 6:00 AM
January 13, 2025	Pablo Perida	6:00 AM – 2:00 PM
January 13, 2025	Neil G. Romero	6:00 AM – 6:00 PM
January 13, 2025	Brigilendo A. Raquel	6:00 PM – 6:00 AM
January 14, 2025	Pablo Perida	6:00 AM – 2:00 PM
January 14, 2025	Neil G. Romero	6:00 AM – 6:00 PM
January 14, 2025	Brigilendo A. Raquel	6:00 PM – 6:00 AM
January 15, 2025	Pablo Perida	6:00 AM – 2:00 PM
January 15, 2025	Neil G. Romero	6:00 AM – 6:00 PM
January 15, 2025	Brigilendo A. Raquel	6:00 PM – 6:00 AM
January 16, 2025	Pablo Perida	6:00 AM – 2:00 PM
January 16, 2025	Neil G. Romero	6:00 AM – 6:00 PM
January 16, 2025	Brigilendo A. Raquel	6:00 PM – 6:00 AM
January 17, 2025	Pablo Perida	6:00 AM – 2:00 PM
January 17, 2025	Neil G. Romero	6:00 AM – 6:00 PM
January 17, 2025	Brigilendo A. Raquel	6:00 PM – 6:00 AM
January 18, 2025	Neil G. Romero	6:00 AM – 6:00 PM
January 18, 2025	Brigilendo A. Raquel	6:00 PM – 6:00 AM
January 19, 2025	Neil G. Romero	6:00 AM – 6:00 PM
January 19, 2025	Brigilendo A. Raquel	6:00 PM – 6:00 AM
January 20, 2025	Pablo Perida	6:00 AM – 2:00 PM
January 20, 2025	Brigilendo A. Raquel	6:00 AM – 6:00 PM
January 20, 2025	Neil G. Romero	6:00 PM – 6:00 AM
January 21, 2025	Pablo Perida	6:00 AM – 2:00 PM
January 21, 2025	Brigilendo A. Raquel	6:00 AM – 6:00 PM
January 21, 2025	Neil G. Romero	6:00 PM – 6:00 AM
January 22, 2025	Pablo Perida	6:00 AM – 2:00 PM
January 22, 2025	Brigilendo A. Raquel	6:00 AM – 6:00 PM
January 22, 2025	Neil G. Romero	6:00 PM – 6:00 AM
January 23, 2025	Pablo Perida	6:00 AM – 2:00 PM
January 23, 2025	Brigilendo A. Raquel	6:00 AM – 6:00 PM
January 23, 2025	Neil G. Romero	6:00 PM – 6:00 AM

DEPEDQUEZON-TM-SDS-04-010-005



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



DepEdTayoQuezon



www.depedquezon.com.p



quezon@deped.gov.p



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

January 24, 2025	Pablo Perida	6:00 AM – 2:00 PM
January 24, 2025	Brigilendo A. Raquel	6:00 AM – 6:00 PM
January 24, 2025	Neil G. Romero	6:00 PM – 6:00 AM
January 25, 2025	Brigilendo A. Raquel	6:00 AM – 6:00 PM
January 25, 2025	Neil G. Romero	6:00 PM – 6:00 AM
January 26, 2025	Brigilendo A. Raquel	6:00 AM – 6:00 PM
January 26, 2025	Neil G. Romero	6:00 PM – 6:00 AM
January 27, 2025	Pablo Perida	6:00 AM – 2:00 PM
January 27, 2025	Neil G. Romero	6:00 AM – 6:00 PM
January 27, 2025	Brigilendo A. Raquel	6:00 PM – 6:00 AM
January 28, 2025	Pablo Perida	6:00 AM – 2:00 PM
January 28, 2025	Neil G. Romero	6:00 AM – 6:00 PM
January 28, 2025	Brigilendo A. Raquel	6:00 PM – 6:00 AM
January 29, 2025	Neil G. Romero	6:00 AM – 6:00 PM
January 29, 2025	Brigilendo A. Raquel	6:00 PM – 6:00 AM
January 30, 2025	Pablo Perida	6:00 AM – 2:00 PM
January 30, 2025	Neil G. Romero	6:00 AM – 6:00 PM
January 30, 2025	Brigilendo A. Raquel	6:00 PM – 6:00 AM
January 31, 2025	Pablo Perida	6:00 AM – 2:00 PM
January 31, 2025	Neil G. Romero	6:00 AM – 6:00 PM
January 31, 2025	Brigilendo A. Raquel	6:00 PM – 6:00 AM

For your guidance and strict compliance.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

DEPEDQUEZON-TM-SDS-04-010-005



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE

DUTY DETAIL ORDER NO. 01 - 2025

1. References:

- a. Section 4, Rule VII of The 2003 Revised Implementing Rules and Regulations of RA 5487 as amended and
- b. RA 10591, Comprehensive Firearms and Ammunition Regulation Act.

2. Purpose of Detail: Securities Services Duties

3. Duration/Inclusive Dates of Detail: From December 1 to 31, 2024.

Name of Guards	Designation	Place of Guard Duty	Time of Shift	FIREARMS INFORMATION			
SG PABLO L. PERIDA	DUTY GUARD	DEPED DIVISION OF QUEZON	SEE ATTACHED GUARD DETAIL	N/A	N/A	N/A	N/A

4. The following Security Guards (SGs) are hereby assigned to render security service duties in place/s indicated:

5. Specific Instructions:

- c. Security Guards in this Duty Detail Order (DDO) must be in SG prescribed uniform and when they are in actual performance of guard duty within the compound of the establishment of property of their client in the place and time in this DDO.
- d. Their Duty Detail Order (DDO) is in accordance with the Eleven General Orders, the Code Ethics and the Code of Conduct as enumerated in RA 5487 IRR.
- e. The security Guards must be competent, motivated and honest security guards to the CLIENT.
- f. Security Guard in this Duty Detail Order should protect company officials and employees against bodily harm and injury and properties from theft, pilferage, robbery, arson and other unlawful act.

6. For strict compliance.

MARIA DOLORES D. ATIENZA
 Administrative Officer V

ROMMEL C. BAUTISTA, CESO V
 Schools Division Superintendent

Admlabm/15/2025
 DEPEDQUEZON-TM-SDS-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164,
 (042) 784-0391, (042) 784-0321

DepEdTayoQuezon

www.depedquezon.com.ph

quezon@deped.gov.ph