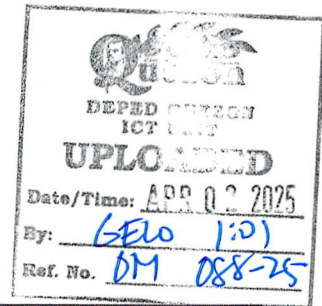




Republic of the Philippines  
**Department of Education**  
 Region IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE



**OFFICE MEMORANDUM**  
 OM No. 088, s. 2025

**31 March 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 April 2025**

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

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April 11, 2025	Pablo Perida	6:00 AM – 2:00 PM
April 11, 2025	Brigilendo A. Raquel	6:00 AM – 6:00 PM
April 11, 2025	Edmund Sereno	6:00 PM – 6:00 AM
April 12, 2025	Brigilendo A. Raquel	6:00 AM – 6:00 PM
April 12, 2025	Edmund Sereno	6:00 PM – 6:00 AM
April 13, 2025	Brigilendo A. Raquel	6:00 AM – 6:00 PM
April 13, 2025	Edmund Sereno	6:00 PM – 6:00 AM
April 14, 2025	Pablo Perida	6:00 AM – 2:00 PM
April 14, 2025	Edmund Sereno	6:00 AM – 6:00 PM
April 14, 2025	Brigilendo A. Raquel	6:00 PM – 6:00 AM
April 15, 2025	Pablo Perida	6:00 AM – 2:00 PM
April 15, 2025	Edmund Sereno	6:00 AM – 6:00 PM
April 15, 2025	Brigilendo A. Raquel	6:00 PM – 6:00 AM
April 16, 2025	Pablo Perida	6:00 AM – 2:00 PM
April 16, 2025	Edmund Sereno	6:00 AM – 6:00 PM
April 16, 2025	Brigilendo A. Raquel	6:00 PM – 6:00 AM
April 17, 2025	Edmund Sereno	6:00 AM – 6:00 PM
April 17, 2025	Brigilendo A. Raquel	6:00 PM – 6:00 AM
April 18, 2025	Edmund Sereno	6:00 AM – 6:00 PM
April 18, 2025	Brigilendo A. Raquel	6:00 PM – 6:00 AM
April 19, 2025	Edmund Sereno	6:00 AM – 6:00 PM
April 19, 2025	Brigilendo A. Raquel	6:00 PM – 6:00 AM
April 20, 2025	Edmund Sereno	6:00 AM – 6:00 PM
April 20, 2025	Brigilendo A. Raquel	6:00 PM – 6:00 AM
April 21, 2025	Pablo Perida	6:00 AM – 2:00 PM
April 21, 2025	Edmund Sereno	6:00 AM – 6:00 PM
April 21, 2025	Brigilendo A. Raquel	6:00 PM – 6:00 AM
April 22, 2025	Pablo Perida	6:00 AM – 2:00 PM
April 22, 2025	Edmund Sereno	6:00 AM – 6:00 PM
April 22, 2025	Brigilendo A. Raquel	6:00 PM – 6:00 AM
April 23, 2025	Pablo Perida	6:00 AM – 2:00 PM
April 23, 2025	Edmund Sereno	6:00 AM – 6:00 PM
April 23, 2025	Brigilendo A. Raquel	6:00 PM – 6:00 AM
April 24, 2025	Pablo Perida	6:00 AM – 2:00 PM
April 24, 2025	Edmund Sereno	6:00 AM – 6:00 PM
April 24, 2025	Brigilendo A. Raquel	6:00 PM – 6:00 AM

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April 25, 2025	Pablo Perida	6:00 AM – 2:00 PM
April 25, 2025	Edmund Sereno	6:00 AM – 6:00 PM
April 25, 2025	Brigilendo A. Raquel	6:00 PM – 6:00 AM
April 26, 2025	Edmund Sereno	6:00 AM – 6:00 PM
April 26, 2025	Brigilendo A. Raquel	6:00 PM – 6:00 AM
April 27, 2025	Edmund Sereno	6:00 AM – 6:00 PM
April 27, 2025	Brigilendo A. Raquel	6:00 PM – 6:00 AM
April 28, 2025	Pablo Perida	6:00 AM – 2:00 PM
April 28, 2025	Brigilendo A. Raquel	6:00 AM – 6:00 PM
April 28, 2025	Edmund Sereno	6:00 PM – 6:00 AM
April 29, 2025	Pablo Perida	6:00 AM – 2:00 PM
April 29, 2025	Brigilendo A. Raquel	6:00 AM – 6:00 PM
April 29, 2025	Edmund Sereno	6:00 PM – 6:00 AM
April 30, 2025	Pablo Perida	6:00 AM – 2:00 PM
April 30, 2025	Brigilendo A. Raquel	6:00 AM – 6:00 PM
April 30, 2025	Edmund Sereno	6:00 PM – 6:00 AM

For your guidance and strict compliance.

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

Labmadm03/31/2025  
DEPEDQUEZON-TM-SDS-04-010-005



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**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 April 1 to 30, 2025.**

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 CABAUTISTA, CESO V**  
 Schools Division Superintendent

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



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