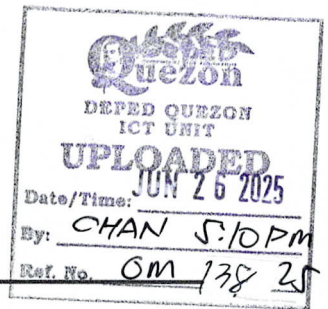




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



OFFICE MEMORANDUM
OM No. 138 2025

20 June 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 July 2025

DATE	NAME	TIME
July 1, 2025	Pablo Perida	6:00 AM – 2:00 PM
July 1, 2025	Jeffrey N. Samson	6:00 AM – 2:00 PM
July 1, 2025	Reynaldo Aldea	2:00 PM – 10:00 PM
July 1, 2025	Roderick Sañosa	10:00 PM – 6:00 AM
July 2, 2025	Pablo Perida	6:00 AM – 2:00 PM
July 2, 2025	Jeffrey N. Samson	6:00 AM – 2:00 PM
July 2, 2025	Reynaldo Aldea	2:00 PM – 10:00 PM
July 2, 2025	Roderick Sañosa	10:00 PM – 6:00 AM
July 3, 2025	Pablo Perida	6:00 AM – 2:00 PM
July 3, 2025	Jeffrey N. Samson	6:00 AM – 2:00 PM
July 3, 2025	Reynaldo Aldea	2:00 PM – 10:00 PM
July 3, 2025	Roderick Sañosa	10:00 PM – 6:00 AM
July 4, 2025	Pablo Perida	6:00 AM – 2:00 PM
July 4, 2025	Jeffrey N. Samson	6:00 AM – 2:00 PM
July 4, 2025	Reynaldo Aldea	2:00 PM – 10:00 PM
July 4, 2025	Roderick Sañosa	10:00 PM – 6:00 AM
July 5, 2025	Jeffrey N. Samson	6:00 AM – 2:00 PM
July 5, 2025	Reynaldo Aldea	2:00 PM – 10:00 PM
July 5, 2025	Roderick Sañosa	10:00 PM – 6:00 AM
July 6, 2025	Jeffrey N. Samson	6:00 AM – 2:00 PM
July 6, 2025	Reynaldo Aldea	2:00 PM – 10:00 PM
July 6, 2025	Roderick Sañosa	10:00 PM – 6:00 AM
July 7, 2025	Pablo Perida	6:00 AM – 2:00 PM
July 7, 2025	Reynaldo Aldea	6:00 AM – 2:00 PM
July 7, 2025	Roderick Sañosa	2:00 PM – 10:00 PM
July 7, 2025	Jeffrey N. Samson	10:00 PM – 6:00 AM

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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
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Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

July 8, 2025	Pablo Perida	6:00 AM – 2:00 PM
July 8, 2025	Reynaldo Aldea	6:00 AM – 2:00 PM
July 8, 2025	Roderick Sañosa	2:00 PM – 10:00 PM
July 8, 2025	Jeffrey N. Samson	10:00 PM – 6:00 AM
July 9, 2025	Pablo Perida	6:00 AM – 2:00 PM
July 9, 2025	Reynaldo Aldea	6:00 AM – 2:00 PM
July 9, 2025	Roderick Sañosa	2:00 PM – 10:00 PM
July 9, 2025	Jeffrey N. Samson	10:00 PM – 6:00 AM
July 10, 2025	Pablo Perida	6:00 AM – 2:00 PM
July 10, 2025	Reynaldo Aldea	6:00 AM – 2:00 PM
July 10, 2025	Roderick Sañosa	2:00 PM – 10:00 PM
July 10, 2025	Jeffrey N. Samson	10:00 PM – 6:00 AM
July 11, 2025	Pablo Perida	6:00 AM – 2:00 PM
July 11, 2025	Reynaldo Aldea	6:00 AM – 2:00 PM
July 11, 2025	Roderick Sañosa	2:00 PM – 10:00 PM
July 11, 2025	Jeffrey N. Samson	10:00 PM – 6:00 AM
July 12, 2025	Reynaldo Aldea	6:00 AM – 2:00 PM
July 12, 2025	Roderick Sañosa	2:00 PM – 10:00 PM
July 12, 2025	Jeffrey N. Samson	10:00 PM – 6:00 AM
July 13, 2025	Reynaldo Aldea	6:00 AM – 2:00 PM
July 13, 2025	Roderick Sañosa	2:00 PM – 10:00 PM
July 13, 2025	Jeffrey N. Samson	10:00 PM – 6:00 AM
July 14, 2025	Pablo Perida	6:00 AM – 2:00 PM
July 14, 2025	Roderick Sañosa	6:00 AM – 2:00 PM
July 14, 2025	Jeffrey N. Samson	2:00 PM – 10:00 PM
July 14, 2025	Reynaldo Aldea	10:00 PM – 6:00 AM
July 15, 2025	C	6:00 AM – 2:00 PM
July 15, 2025	Roderick Sañosa	6:00 AM – 2:00 PM
July 15, 2025	Jeffrey N. Samson	2:00 PM – 10:00 PM
July 15, 2025	Reynaldo Aldea	10:00 PM – 6:00 AM
July 16, 2025	Pablo Perida	6:00 AM – 2:00 PM
July 16, 2025	Roderick Sañosa	6:00 AM – 2:00 PM
July 16, 2025	Jeffrey N. Samson	2:00 PM – 10:00 PM
July 16, 2025	Reynaldo Aldea	10:00 PM – 6:00 AM
July 17, 2025	Pablo Perida	6:00 AM – 2:00 PM
July 17, 2025	Roderick Sañosa	6:00 AM – 2:00 PM

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SCHOOLS DIVISION OF QUEZON PROVINCE

July 17, 2025	Jeffrey N. Samson	2:00 PM – 10:00 PM
July 17, 2025	Reynaldo Aldea	10:00 PM – 6:00 AM
July 18, 2025	Pablo Perida	6:00 AM – 2:00 PM
July 18, 2025	Roderick Sañosa	6:00 AM – 2:00 PM
July 18, 2025	Jeffrey N. Samson	2:00 PM – 10:00 PM
July 18, 2025	Reynaldo Aldea	10:00 PM – 6:00 AM
July 19, 2025	Roderick Sañosa	6:00 AM – 2:00 PM
July 19, 2025	Jeffrey N. Samson	2:00 PM – 10:00 PM
July 19, 2025	Reynaldo Aldea	10:00 PM – 6:00 AM
July 20, 2025	Roderick Sañosa	6:00 AM – 2:00 PM
July 20, 2025	Jeffrey N. Samson	2:00 PM – 10:00 PM
July 20, 2025	Reynaldo Aldea	10:00 PM – 6:00 AM
July 21, 2025	Pablo Perida	6:00 AM – 2:00 PM
July 21, 2025	Jeffrey N. Samson	6:00 AM – 2:00 PM
July 21, 2025	Reynaldo Aldea	2:00 PM – 10:00 PM
July 21, 2025	Roderick Sañosa	10:00 PM – 6:00 AM
July 22, 2025	Pablo Perida	6:00 AM – 2:00 PM
July 22, 2025	Jeffrey N. Samson	6:00 AM – 2:00 PM
July 22, 2025	Reynaldo Aldea	2:00 PM – 10:00 PM
July 22, 2025	Roderick Sañosa	10:00 PM – 6:00 AM
July 23, 2025	Pablo Perida	6:00 AM – 2:00 PM
July 23, 2025	Jeffrey N. Samson	6:00 AM – 2:00 PM
July 23, 2025	Reynaldo Aldea	2:00 PM – 10:00 PM
July 23, 2025	Roderick Sañosa	10:00 PM – 6:00 AM
July 24, 2025	Pablo Perida	6:00 AM – 2:00 PM
July 24, 2025	Jeffrey N. Samson	6:00 AM – 2:00 PM
July 24, 2025	Reynaldo Aldea	2:00 PM – 10:00 PM
July 24, 2025	Roderick Sañosa	10:00 PM – 6:00 AM
July 25, 2025	Pablo Perida	6:00 AM – 2:00 PM
July 25, 2025	Jeffrey N. Samson	6:00 AM – 2:00 PM
July 25, 2025	Reynaldo Aldea	2:00 PM – 10:00 PM
July 25, 2025	Roderick Sañosa	10:00 PM – 6:00 AM
July 26, 2025	Jeffrey N. Samson	6:00 AM – 2:00 PM
July 26, 2025	Reynaldo Aldea	2:00 PM – 10:00 PM
July 26, 2025	Roderick Sañosa	10:00 PM – 6:00 AM
July 27, 2025	Jeffrey N. Samson	6:00 AM – 2:00 PM
July 27, 2025	Reynaldo Aldea	2:00 PM – 10:00 PM
July 27, 2025	Roderick Sañosa	10:00 PM – 6:00 AM
July 28, 2025	Pablo Perida	6:00 AM – 2:00 PM
July 28, 2025	Reynaldo Aldea	6:00 AM – 2:00 PM
July 28, 2025	Roderick Sañosa	2:00 PM – 10:00 PM
July 28, 2025	Jeffrey N. Samson	10:00 PM – 6:00 AM
July 29, 2025	Pablo Perida	6:00 AM – 2:00 PM

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July 29, 2025	Reynaldo Aldea	6:00 AM – 2:00 PM
July 29, 2025	Roderick Sañosa	2:00 PM – 10:00 PM
July 29, 2025	Jeffrey N. Samson	10:00 PM – 6:00 AM
July 30, 2025	Pablo Perida	6:00 AM – 2:00 PM
July 30, 2025	Reynaldo Aldea	6:00 AM – 2:00 PM
July 30, 2025	Roderick Sañosa	2:00 PM – 10:00 PM
July 30, 2025	Jeffrey N. Samson	10:00 PM – 6:00 AM
July 31, 2025	Pablo Perida	6:00 AM – 2:00 PM
July 31, 2025	Reynaldo Aldea	6:00 AM – 2:00 PM
July 31, 2025	Roderick Sañosa	2:00 PM – 10:00 PM
July 31, 2025	Jeffrey N. Samson	10:00 PM – 6:00 AM

For your guidance and strict compliance.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

OLabmadm06/20/2025

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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: July 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. 1 to 30, 2025.

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

6. 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.

7. For strict compliance.


MARIA DOLORES D. ATIENZA
Administrative Officer V


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

DEPEDQUEZON-TM-SDS-04-025-003



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