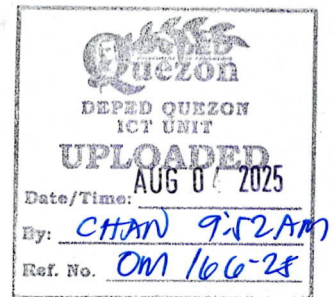




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



OFFICE MEMORANDUM
OM No. 166 s. 2025

31 July 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 August 2025

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

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

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

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

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

For your guidance and strict compliance.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

Labmadm07/31/2025

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DUTY DETAIL ORDER NO. 01 - 2025

1. **References:**

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

2. **Purpose of Detail:** Securities Services Duties

3. **Duration/Inclusive Dates of Detail:** August 2025

4. **1 to 31, 2025.**

5. **The following Security Guards (SGs) are hereby assigned to render security**

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

service duties in place/s indicated:

6. **Specific Instructions:**

- 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.
- 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.
- The security Guards must be competent, motivated and honest security guards to the CLIENT.
- 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, CESQ V
Schools Division Superintendent

Admlabm7/31/2025

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