



# DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline # (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
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Registration Number:  
QAC/R63/0216

## UNNUMBERED MEMORANDUM

**TO:** Assistant Schools Division Superintendents, CID Chief, SGOD Chief, Public Schools District Supervisors, Public and School Heads, All Other Concerned

**FROM:** CATHERINE P. TALAVERA, CESO V  
Schools Division Superintendent

**SUBJECT:** Skeletal/Skeleton Workforce Schedule

**DATE :** June 22, 2020

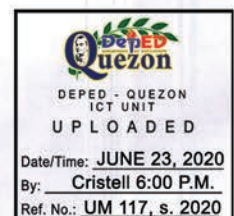
As per DepEd Order No. 11, s. 2020, Revised Guidelines on Alternative Work Arrangements in the Department of Education During the Period of State of National Emergency Due to COVID-19 Pandemic, this Office informs the SDO Personnel of their assigned work schedule. Please refer to the attached lists per section/unit.

Also, all Division Personnel shall accomplish the Individual Workweek Report (IWAR) and shall be consolidated by their respective Chiefs and Unit Heads. The IWAR shall be submitted every Monday following the previous week.

For the information and guidance of all concerned.

AdminMDA06/22/2020

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## PERSONNEL 60 YEARS OLD AND ABOVE

NAME	POSITION	SEX	DATE OF BIRTH	AGE
TALAVERA, CATHERINE P.	Schools Division Superintendent	F	25-Jan-1957	63
SANCHEZ, JOY M.	Administrative Aide VI	F	22-Mar-1958	62
PIONILLA, MARITA A.	Education Program Supervisor	F	22-May-1957	63
ALBA, CELESTINA M.	Education Program Supervisor	F	19-May-1959	61
MALABAGUIO, FELIPE C.	Public Schools District Supervisor	M	26-May-1960	60
AYUMA, YOLANDA C.	Public Schools District Supervisor	F	10-Jun-1958	62
JUGUETA, AVELINA U.	Public Schools District Supervisor	F	10-Nov-1955	64
LAMPOS, PLARIDEL R.	Public Schools District Supervisor	F	30-Aug-1957	62
QUESEA, JESSIE E.	Public Schools District Supervisor	F	23-Apr-1960	60
PARRO, FAUSTINO V.	Public Schools District Supervisor	M	14-Feb-1960	60
GLORIA, LAARNI A.	Public Schools District Supervisor	F	17-Dec-1958	61
ZARACENA, CAROLINA T.	Public Schools District Supervisor	F	17-Sep-1958	61
PADERON, RONILO R.	Nurse II	M	23-Oct-1958	61
FLANCIA, ROSALIO C.	Driver	M	19-Jul-1957	62
DELLOSA, NICANOR M.	Administrative Aide I	M	12-Dec-1959	60

## HEALTH AT RISK

NAME	POSITION	SEX	DATE OF BIRTH	AGE
AYALA, CRISPULO C.	Administrative Aide IV	M	10-Jun-1962	58
CANTOS, MA. GLORIA B.	Administrative Assistant II	F	29-Jul-1961	58
ALTOVAR, DONATO M.	Administrative Aide I	M	7-Aug-1965	54
AGUILA, GEORGE D.	Administrative Officer IV	M	22-Feb-1964	56
DAYAHAN, EPIFANIA L.	Administrative Assistant II	F	7-Dec-1964	55
AGARAN, RAUL R.	Education Program Supervisor	M	2-Oct-1973	46
JARASA, JOSEPH E.	Education Program Supervisor	M	24-Oct-1964	55

## PREGNANT

NAME	POSITION	SEX	DATE OF BIRTH	AGE
MANGUBAT, CRISTELL MAE DIANNE D.	Administrative Aide VI	F	28-Sep-1991	28

Prepared by:

**MARIA DOLORES D. ATIENZA**  
Administrative Officer IV

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## SKELETAL WORK FORCE SCHEDULE PERSONNEL SECTION

WEEK 4

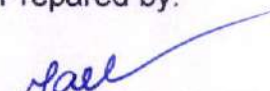
### GROUP 1 (JUNE 22-24, 2020 – WFH; JUNE 25-26, 2020 – SDO)

NAME	POSITION
Dayanara E. Flores	Administrative Assistant III
Bryan R. Ladines	Administrative Assistant III
Gemma R. Radan	Administrative Assistant III
Raquel O. Venezuela	Administrative Assistant III
Caren D. Aranilla	Administrative Assistant III
Therese Jeanne T. Reyes	Administrative Aide VI

### GROUP 2 (JUNE 22-24, 2020 – SDO; JUNE 25-26, 2020 – WFH)

NAME	POSITION
Rodelio M. Esmerna Jr.	Administrative Officer II
Alexander G. Romulo	Administrative Assistant III
Famela B. Fontarum	Administrative Assistant III
Yvannah Marie A. Ingente	Administrative Assistant III
Robin Ace B. Monterey	Administrative Assistant III
Michelle J. Salvador	Administrative Aide VI
Aireene A. Ursabia	Administrative Assistant III
Akimi Therese M. Asano	Administrative Assistant III

Prepared by:

  
**WENNIE O. GAELA**  
Administrative Officer IV

Noted by:

  
**CATHERINE P. TALAVERA, CESO V**  
Schools Division Superintendent

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## WORK FUNCTIONS AND DELIVERABLES

### PERSONNEL SECTION

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Name	Position	Function	Output/Deliverables
RODELIO M. ESMERNA	Administrative Officer II	Administrative	Updating of Online Plantilla and Preparation of Hazard Payroll
GEMMA R. RADAN	Administrative Assistant III	Administrative	Checking of Proportional Vacation Pay Report, Validation of Hardship Payroll, Carding of CSC approved appointments, Updating of Employees Leave Cards and Filing of Documents
FAMELA B. FONTARUM	Administrative Assistant III	Administrative	Checking of Proportional Vacation Pay Report, Validation of Hardship Payroll, Carding of CSC approved appointments, Updating of Employees Leave Cards and Filing of Documents
YVANNAH MARIE A. INGENTE	Administrative Assistant III	Administrative	Checking of Proportional Vacation Pay Report, Validation of Hardship Payroll, Carding of CSC approved appointments, Updating of Employees Leave Cards and Filing of Documents
CAREN D. ARANILLA	Administrative Assistant III	Administrative	Checking of Proportional Vacation Pay Report, Validation of Hardship Payroll, Carding of CSC approved appointments, Updating of Employees Leave Cards and Filing of Documents
AIREENE A. URSABIA	Administrative Assistant III	Administrative	Checking of Proportional Vacation Pay Report, Validation of Hardship Payroll, Carding of CSC approved appointments, Updating of Employees Leave Cards and Filing of Documents
RAQUEL O. VENZUELA	Administrative Assistant III	Administrative	Checking of Proportional Vacation Pay Report, Validation of Hardship Payroll, Carding of CSC approved appointments, Updating of Employees Leave Cards and Filing of Documents
SHEILA MARIE S. MENDOZA	Administrative Assistant III	Administrative	Checking of Proportional Vacation Pay Report, Validation of Hardship Payroll, Carding of CSC approved appointments, Updating of Employees Leave Cards and Filing of Documents
THERESE JEANNE T. REYES	Administrative Aide VI	Administrative	Checking of Proportional Vacation Pay Report, Validation of Hardship Payroll, Carding of CSC approved appointments, Updating of Employees Leave Cards and Filing of Documents
DAYANARA E. FLORES	Administrative Assistant III	Administrative	Monitoring of Pertinent Documents of Secondary, Monitoring and Encoding of Approved Appointments, Checking of Form 7 of SHS, Administrative Functions and Other Tasks
AKIMI THERESE M. ASANO	Administrative Assistant III	Administrative	Monitoring of Pertinent Documents of Elementary, Publication of Vacant Positions, Transmittal of Appointments, Administrative Functions and Other Tasks
BRYAN R. LADINES	Administrative Assistant III	Administrative	Receiving and Releasing of Documents
MICHELLE J. SALVADOR	Administrative Aide VI	Administrative	Checking of Leave Form and DTR and Updating of Leave Cards of Division Office /Insular Personnel
ROBIN ACE B. MONTEREY	Administrative Assistant II	Administrative	Consolidation of PBB Payroll, 2018 and Checking and Encoding of Registry of Qualified Applicants SY 2020-2021
ALEXANDER G. ROMULO	Administrative Assistant II	Administrative	Updating of Service Records of High School, Receiving and Releasing of Documents

Prepared by:

**WENNIE O. GAELA**  
Administrative Officer IV

Noted by:

**CATHERINE P. TALAVERA, CESO V**  
Schools Division Superintendent

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## SKELETAL WORK FORCE SCHEDULE Office of the SDS and ASDS

### WEEK 2 (June 8, 2020 to June 12, 2020)

NAME	POSITION	SCHEDULE
ALOHA C. CANTOS	ADMINISTRATIVE ASSISTANT III	June 8 WFH June 9-12 SDO
SARAH LYNN V. DIALA	ADMINISTRATIVE ASSISTANT III	June 8-11 SDO June 12 WFH
MARISSA MARAGAY	ADMINISTRATIVE ASSISTANT II	JUNE 8-10, 2020 SDO JUNE 11-12, 2020 WFH
RENA RODIL	ADMINISTRATIVE ASSISTANT II	JUNE 8-10, 2020 WFH JUNE 11-12, 2020 SDO
MARINEL OBMERGA	ADMINISTRATIVE AIDE VI	JUNE 8-10, 2020 WFH JUNE 11-12, 2020 SDO

### WEEK 3 (June 15, 2020 to June 19, 2020)

NAME	POSITION	SCHEDULE
ALOHA C. CANTOS	ADMINISTRATIVE ASSISTANT III	June 15 to 18 SDO June 19 WFH
SARAH LYNN V. DIALA	ADMINISTRATIVE ASSISTANT III	June 15 WFH June 16 to 19 SDO
MARISSA MARAGAY	ADMINISTRATIVE ASSISTANT II	JUNE 15-17, 2020 WFH JUNE 18-19, 2020 SDO
RENA RODIL	ADMINISTRATIVE ASSISTANT II	JUNE 15-17, 2020 SDO JUNE 18-19, 2020 WFH
MARINEL OBMERGA	ADMINISTRATIVE AIDE VI	JUNE 15-17, 2020 SDO JUNE 18-19, 2020 WFH

### WEEK 4 (June 22, 2020 to June 30, 2020)

NAME	POSITION	SCHEDULE
ALOHA C. CANTOS	ADMINISTRATIVE ASSISTANT III	June 22 WFH June 23-26 SDO June 29 WFH June 30 SDO
SARAH LYNN V. DIALA	ADMINISTRATIVE ASSISTANT III	June 22-25 SDO June 26 WFH June 29 SDO June 30 WFH
MARISSA MARAGAY	ADMINISTRATIVE ASSISTANT II	JUNE 22-24, 2020 SDO JUNE 25-26, 2020 WFH JUNE 29-30, 2020 SDO
RENA RODIL	ADMINISTRATIVE ASSISTANT II	JUNE 22-24, 2020 WFH JUNE 25-26, 2020 SDO JUNE 29-30, 2020 WFH
MARINEL OBMERGA	ADMINISTRATIVE AIDE VI	JUNE 22-24, 2020 WFH JUNE 25-26, 2020 SDO JUNE 29-30, 2020 WFH

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## Work Functions and Deliverables Office of the SDS and ASDS

NAME	Position	Function	Output/Deliverables
ALOHA C. CANTOS	ADMINISTRATIVE ASSISTANT III	Secretariat	Incoming and Outgoing Communications/ Documents and Administrative Support
SARAH LYNN V. DIALA	ADMINISTRATIVE ASSISTANT III	Secretariat	Incoming and Outgoing Communications/ Documents and Administrative Support
MARISSA MARAGAY	ADMINISTRATIVE ASSISTANT II	Secretariat	Incoming and Outgoing Communications/ Documents and Administrative Support
RENA RODIL	ADMINISTRATIVE ASSISTANT II	Secretariat	Incoming and Outgoing Communications/ Documents and Administrative Support
MARINEL OBMERGA	ADMINISTRATIVE AIDE VI	Secretariat	Incoming and Outgoing Communications/ Documents and Administrative Support

Prepared by:

Noted by:

**SARAH LYNN V. DIALA**  
Administrative Assistant III

**CATHERINE R. TALAVERA, CESO V**  
Schools Division Superintendent

## SKELETAL WORK FORCE SCHEDULE ADMINISTRATIVE SECTION

### WEEK 1

#### GROUP 1 (MAY 18-20, 2020 - SDO; MAY 21-22, 2020 – WFH)

NAME	POSITION
NORVIC C. VILLANIA	ADMINISTRATIVE ASSISTANT III
CLINTON DARWIN M. EVARDOME	ADMINISTRATIVE ASSISTANT III
NOREEN I. ENRIQUEZ	ADMINISTRATIVE ASSISTANT III
EDSEL P. PALMERO	ADMINISTRATIVE OFFICER II
JAN CARLO REYES	ADMINISTRATIVE ASSISTANT III
CLARK CADIZ	ADMINISTRATIVE AIDE IV

#### GROUP 2 (MAY 18-20, 2020 - WFH; MAY 21-22, 2020 – SDO)

NAME	POSITION
ARLENE M. TOLENTINO	ADMINISTRATIVE ASSISTANT III
JAY I. DATINGGALING	ADMINISTRATIVE ASSISTANT III
ARVIN V. ZETA	ADMINISTRATIVE ASSISTANT III
VINCE ANGELO L. DEDACE	ADMINISTRATIVE ASSISTANT II

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ELEANOR ROMULO

ADMINISTRATIVE ASSISTANT III

## WEEK 2

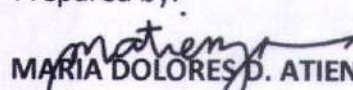
### GROUP 1 (MAY 25-27, 2020 - SDO; MAY 28-29, 2020 – WFH)

NAME	POSITION
ARLENE M. TOLENTINO	ADMINISTRATIVE ASSISTANT III
JAY I. DATINGGALING	ADMINISTRATIVE ASSISTANT III
ARVIN V. ZETA	ADMINISTRATIVE ASSISTANT III
VINCE ANGELO L. DEDACE	ADMINISTRATIVE ASSISTANT II
ELEANOR ROMULO	ADMINISTRATIVE ASSISTANT III

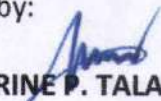
### GROUP 2 (MAY 25-27, 2020 - WFH; MAY 28-29, 2020 – SDO)

NAME	POSITION
NORVIC C. VILLANIA	ADMINISTRATIVE ASSISTANT III
CLINTON DARWIN M. EVARDOME	ADMINISTRATIVE ASSISTANT III
NOREEN I. ENRIQUEZ	ADMINISTRATIVE ASSISTANT III
EDSEL P. PALMERO	ADMINISTRATIVE OFFICER II
JAN CARLO REYES	ADMINISTRATIVE ASSISTANT III
CLARK CADIZ	ADMINISTRATIVE AIDE IV

Prepared by:

  
MARIA DOLORES D. ATIENZA  
Administrative Officer V

Noted by:

  
CATHERINE P. TALAVERA, CESO V  
Schools Division Superintendent

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## ADMINISTRATIVE SECTION

NAME	POSITION	FUNCTION	OUTPUT/DELIVERABLES
Edsel P. <u>Palmero</u>	Administrative Officer II	Payroll Staff (Elementary)	Receive the incoming documents for supplementary payroll and other benefits  Compute and input in the system the audited received documents  Print and prepare soft copy of payroll then submit to cashier and accounting section
Arvin V. Zeta	Administrative Assistant III	Payroll Staff (Junior High School)	Receive the incoming documents for supplementary payroll and other benefits  Compute and input in the system the audited received documents  Print and prepare soft copy of payroll then submit to cashier and accounting section
Jan Carlo Reyes	Administrative Assistant III	Payroll Staff (Senior High School)	Receive the incoming documents for supplementary payroll and other benefits  Compute and input in the system the audited received documents  Print and prepare soft copy of payroll then submit to cashier and accounting section

NAME	POSITION	FUNCTION	OUTPUT/DELIVERABLES
Jay I. <u>Datinggaling</u>	Administrative Assistant III	Payroll Staff (Integration)	Processing of Salary Integration for inclusion to the regular payroll of Teaching and Non-Teaching (Newly Hired, Transfer, Promotion, Reclassification)
<u>Norvic C. Villania</u>	Administrative Assistant III	<u>Philhealth</u> and Pag-IBIG Remittance Handler  Pag-IBIG Loan Verifier	Incoming communication documents and administrative support  Processing of <u>Philhealth</u> and Pag-IBIG Remittance (Regular and Supplementary)  Provide justifications and certifications for <u>Philhealth</u> and Pag-IBIG contributions  Verification of Pag-IBIG loans
Arlene M. Tolentino	Administrative Assistant III	Secretariat  <u>Philhealth</u> Remittance Handler	Incoming communication documents and administrative support  Consolidation of SALN reports  Checking of provident loans  Processing of <u>Philhealth</u> Remittance (Regular and Supplementary)

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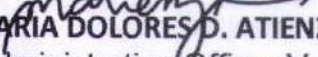


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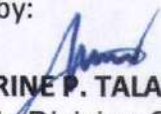
NAME	POSITION	FUNCTION	OUTPUT/DELIVERABLES
Noreen I. Enriquez	Administrative Assistant III	Private Lending Institution (PLI) Verifier GSIS Remittance Handler	Verification of Private Lending Institution's Loans Processing of GSIS Remittance (Regular and Supplementary)
Eleanor V. Romulo	Administrative Assistant III	GSIS Remittance Handler	Processing of GSIS Remittance (Regular and Supplementary)
Clinton Darwin M. Evardome	Administrative Assistant III	GSIS Loan Verifier	Verification of various GSIS loans (GFAL, Consol. Policy and Emergency loan) and Private Lending Institution's loans
Vince Angelo L. Dedace	Administrative Assistant II	GSIS ARA	Receiving and releasing of documents for change of name Processing of GSIS ARA through GSIS WebMSP System to update records (salary adjustment, transfer of station, change of name/status, and for request of BP Number)

NAME	POSITION	FUNCTION	OUTPUT/DELIVERABLES
Clark Cadiz	Administrative Aide IV	DTS In-charge	Receiving and releasing of documents and transferring of DTS number to respective sections

Prepared by:

  
MARIA DOLORES D. ATIENZA  
Administrative Officer V

Noted by:

  
CATHERINE P. TALAVERA, CESO V  
Schools Division Superintendent

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## SKELETAL WORK FORCE SCHEDULE ADMINISTRATIVE SECTION

### WEEK 4

#### GROUP 1 (JUNE 22-24, 2020 - SDO; JUNE 25-26, 2020 - WFH)

NAME	POSITION
ARLENE M. TOLENTINO	ADMINISTRATIVE ASSISTANT III
JAY I. DATINGGALING	ADMINISTRATIVE ASSISTANT III
ARVIN V. ZETA	ADMINISTRATIVE ASSISTANT III
VINCE ANGELO L. DEDACE	ADMINISTRATIVE ASSISTANT II
ELEANOR ROMULO	ADMINISTRATIVE ASSISTANT III

#### GROUP 2 (JUNE 22-24, 2020 - WFH; JUNE 25-26, 2020 - SDO)

NAME	POSITION
NORVIC C. VILLANIA	ADMINISTRATIVE ASSISTANT III
CLINTON DARWIN M. EVARDOME	ADMINISTRATIVE ASSISTANT III
NOREEN I. ENRIQUEZ	ADMINISTRATIVE ASSISTANT III
EDSEL P. PALMERO	ADMINISTRATIVE OFFICER II
JAN CARLO REYES	ADMINISTRATIVE ASSISTANT III
CLARK CADIZ	ADMINISTRATIVE AIDE IV

### WEEK 5

#### GROUP 1 (JUNE 29-30, 2020 - SDO)

NAME	POSITION
NORVIC C. VILLANIA	ADMINISTRATIVE ASSISTANT III
CLINTON DARWIN M. EVARDOME	ADMINISTRATIVE ASSISTANT III
NOREEN I. ENRIQUEZ	ADMINISTRATIVE ASSISTANT III
EDSEL P. PALMERO	ADMINISTRATIVE OFFICER II
JAN CARLO REYES	ADMINISTRATIVE ASSISTANT III
CLARK CADIZ	ADMINISTRATIVE AIDE IV

#### GROUP 2 (JUNE 29-30, 2020 - WFH)

NAME	POSITION
ARLENE M. TOLENTINO	ADMINISTRATIVE ASSISTANT III
JAY I. DATINGGALING	ADMINISTRATIVE ASSISTANT III
ARVIN V. ZETA	ADMINISTRATIVE ASSISTANT III
VINCE ANGELO L. DEDACE	ADMINISTRATIVE ASSISTANT II
ELEANOR ROMULO	ADMINISTRATIVE ASSISTANT III

Prepared by:

*Maria Dolores D. Atienza*  
**MARIA DOLORES D. ATIENZA**  
Administrative Officer V

Noted by:

*Catherine P. Talavera*  
**CATHERINE P. TALAVERA, CESO V**  
Schools Division Superintendent

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## SKELETAL WORK FORCE SCHEDULE GENERAL SERVICES SECTION

### WEEK 1

JUNE 1-5, 2020

NAME	POSITION
EDWIN P. FORMALEJO	UTILITY PERSONNEL
MILO ALTOVAR	UTILITY PERSONNEL
MARIANITO RABINA JR.	UTILITY PERSONNEL
RONALDO I. MERANO	UTILITY PERSONNEL
DONATO ALTOVAR (Health at Risk)	UTILITY PERSONNEL
LIONEL I. AUDINE	UTILITY PERSONNEL
NICANOR DELLOSA	UTILITY PERSONNEL
CRISPULO AYALA (Health at Risk)	DRIVER
ROSALIO C. FLANCIA JR (60 years old)	DRIVER

### WEEK 2

JUNE 8-12, 2020

NAME	POSITION
EDWIN P. FORMALEJO	UTILITY PERSONNEL
MILO ALTOVAR	UTILITY PERSONNEL
MARIANITO RABINA JR.	UTILITY PERSONNEL
RONALDO I. MERANO	UTILITY PERSONNEL
DONATO ALTOVAR (Health at Risk)	UTILITY PERSONNEL
LIONEL I. AUDINE	UTILITY PERSONNEL
NICANOR DELLOSA	UTILITY PERSONNEL
CRISPULO AYALA (Health at Risk)	DRIVER
ROSALIO C. FLANCIA JR (60 years old)	DRIVER

### WEEK 3

JUNE 15-19, 2020

NAME	POSITION
EDWIN P. FORMALEJO	UTILITY PERSONNEL
MILO ALTOVAR	UTILITY PERSONNEL
MARIANITO RABINA JR.	UTILITY PERSONNEL
RONALDO I. MERANO	UTILITY PERSONNEL
DONATO ALTOVAR (Health at Risk)	UTILITY PERSONNEL
LIONEL I. AUDINE	UTILITY PERSONNEL
NICANOR DELLOSA	UTILITY PERSONNEL
CRISPULO AYALA (Health at Risk)	DRIVER
ROSALIO C. FLANCIA JR (60 years old)	DRIVER

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## WEEK 4

JUNE 22-26, 2020

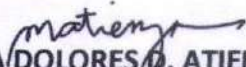
NAME	POSITION
EDWIN P. FORMALEJO	UTILITY PERSONNEL
MILO ALTOVAR	UTILITY PERSONNEL
MARIANITO RABINA JR.	UTILITY PERSONNEL
RONALDO I. MERANO	UTILITY PERSONNEL
DONATO ALTOVAR (Health at Risk)	UTILITY PERSONNEL
LIONEL I. AUDINE	UTILITY PERSONNEL
NICANOR DELLOSA	UTILITY PERSONNEL
CRISPULO AYALA (Health at Risk)	DRIVER
ROSALIO C. FLANCIA JR (60 years old)	DRIVER

## WEEK 5

JUNE 29-30, 2020

NAME	POSITION
EDWIN P. FORMALEJO	UTILITY PERSONNEL
MILO ALTOVAR	UTILITY PERSONNEL
MARIANITO RABINA JR.	UTILITY PERSONNEL
RONALDO I. MERANO	UTILITY PERSONNEL
DONATO ALTOVAR (Health at Risk)	UTILITY PERSONNEL
LIONEL I. AUDINE	UTILITY PERSONNEL
NICANOR DELLOSA	UTILITY PERSONNEL
CRISPULO AYALA (Health at Risk)	DRIVER
ROSALIO C. FLANCIA JR (60 years old)	DRIVER

Prepared by:

  
**MARIA DOLORES D. ATIENZA**  
Administrative Officer V

Noted by:

  
**CATHERINE F. TALAVERA, CESO V**  
Schools Division Superintendent





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## SKELETAL WORK FORCE SCHEDULE CASH SECTION

### WEEK 1

(JUNE 1-5, 2020)

NAME	POSITION	SCHEDULE
CONNIE T ABULENCIA	ADMINISTRATIVE ASSISTANT III	June 1-5 SDO
LER P DE ROSAS	CEO III	June 1-5 WFH
APOLLO B SALANGUIT	ADMINISTRATIVE ASSISTANT II	June 1-5 WFH
MA. GLORIA B CANTOS	ADMINISTRATIVE ASSISTANT II	June 1-5 WFH

### WEEK 2

(JUNE 8-12, 2020)

NAME	POSITION	SCHEDULE
CONNIE T ABULENCIA	ADMINISTRATIVE ASSISTANT III	June 8 -12 SDO
LER P DE ROSAS	CEO III	June 8 - 9 SDO June 10-12 WFH
APOLLO B SALANGUIT	ADMINISTRATIVE ASSISTANT II	June 8 - 9 SDO June 10 -12 WFH
MA. GLORIA B CANTOS	ADMINISTRATIVE ASSISTANT II	WFH

### WEEK 3

(JUNE 15-19, 2020)

NAME	POSITION	SCHEDULE
CONNIE T ABULENCIA	ADMINISTRATIVE ASSISTANT III	June 15-19 SDO
LER P DE ROSAS	CEO III	June 15 - 17 SDO June 18 -19 WFH
APOLLO B SALANGUIT	ADMINISTRATIVE ASSISTANT II	June 15 - 16 SDO June 17 -19 WFH
MA. GLORIA B CANTOS	ADMINISTRATIVE ASSISTANT II	WFH

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## WEEK 4

(JUNE 22 - 26, 2020)

NAME	POSITION	SCHEDULE
CONNIE T ABULENCIA	ADMINISTRATIVE ASSISTANT III	June 22 - 26 SDO
LER P DE ROSAS	CEO III	June 22 - 24 SDO June 25 - 26 WFH
APOLLO B SALANGUIT	ADMINISTRATIVE ASSISTANT II	June 22 - 24 SDO June 25 - 26 WFH
MA. GLORIA B CANTOS	ADMINISTRATIVE ASSISTANT II	WFH

## WEEK 4

(JUNE 29 - 30, 2020)

NAME	POSITION	SCHEDULE
CONNIE T ABULENCIA	ADMINISTRATIVE ASSISTANT III	June 29 - 30 SDO
LER P DE ROSAS	CEO III	June 29 - 30 WFH
APOLLO B SALANGUIT	ADMINISTRATIVE ASSISTANT II	June 29 - 30 WFH
MA. GLORIA B CANTOS	ADMINISTRATIVE ASSISTANT II	WFH

Prepared by:

**SHIELA E JAYEN**  
Administrative Officer IV

Noted by:

**CATHERINE P. TALAVERA, CESO V**  
Schools Division Superintendent

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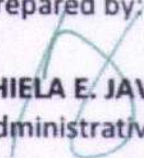


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## CASH SECTION WORK FUNCTIONS AND DELIVERABLES

NAME	Position	Function	Output/Deliverables
CONNIE T ABULENCIA	ADMINISTRATIVE ASSISTANT III	Administrative	FinDES Preparation, Incoming and Outgoing Communications/Technical and Administrative Support
LER P DE ROSAS	CEO III	Administrative	FinDES Preparation, Incoming and Outgoing Communications/Technical and Administrative Support
APOLLO B SALANGUIT	ADMINISTRATIVE ASSISTANT II	Administrative	FinDES Preparation, Incoming and Outgoing Communications/Technical and Administrative Support
MA GLORIA B CANTOS	ADMINISTRATIVE ASSISTANT II	Administrative	ACIC Preparation/Technical and Administrative Support

Prepared by:

  
**SHIELA E. JAVEN**  
Administrative Office IV

Noted by:

  
**CATHERINE B. TALAVERA, CESO V**  
Schools Division Superintendent

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## SKELETAL WORK FORCE SCHEDULE RECORDS SECTION

### Group 1 (JUNE 1, 2, 3, 2020 – SDO)

NAME	POSITION
ANGELO RAÑESES	ADMINISTRATIVE ASSISTANT III
EPIFANIA DAYAHAN	ADMINISTRATIVE ASSISTANT II
AMADOR V. CAPINPIN	SR. ADMINISTRATIVE ASSISTANT I
ROSETH FLANCIA	ADMINISTRATIVE ASSISTANT II

### Group 2 (JUNE 4,5, 8, 2020 - SDO)

NAME	POSITION
LEOVIGILDO GAELA	ADMINISTRATIVE ASSISTANT III
AIRA MAY C. PEREZ	ADMINISTRATIVE ASSISTANT III
MARISYLL JUDEE G. MENDOZA	ADMINISTRATIVE ASSISTANT II
SUSAN BALUYUT	ADMINISTRATIVE AIDE IV

### Group 1 (JUNE 9, 10, 11, 2020 – SDO)

NAME	POSITION
ANGELO RAÑESES	ADMINISTRATIVE ASSISTANT III
EPIFANIA DAYAHAN	ADMINISTRATIVE ASSISTANT II
AMADOR V. CAPINPIN	SR. ADMINISTRATIVE ASSISTANT I
ROSETH FLANCIA	ADMINISTRATIVE ASSISTANT II

### Group 2 (JUNE 15, 16, 17, 2020 - SDO)

NAME	POSITION
LEOVIGILDO GAELA	ADMINISTRATIVE ASSISTANT III
AIRA MAY C. PEREZ	ADMINISTRATIVE ASSISTANT III
MARISYLL JUDEE G. MENDOZA	ADMINISTRATIVE ASSISTANT II
SUSAN BALUYUT	ADMINISTRATIVE AIDE IV

### Group 1 (JUNE 18, 19, 22, 23, 2020 – SDO)

NAME	POSITION
ANGELO RAÑESES	ADMINISTRATIVE ASSISTANT III
EPIFANIA DAYAHAN	ADMINISTRATIVE ASSISTANT II
AMADOR V. CAPINPIN	SR. ADMINISTRATIVE ASSISTANT I
ROSETH FLANCIA	ADMINISTRATIVE ASSISTANT II

### Group 2 (JUNE 24, 25, 26, 29, 30, 2020 - SDO)

NAME	POSITION
LEOVIGILDO GAELA	ADMINISTRATIVE ASSISTANT III
AIRA MAY C. PEREZ	ADMINISTRATIVE ASSISTANT III
MARISYLL JUDEE G. MENDOZA	ADMINISTRATIVE ASSISTANT II
SUSAN BALUYUT	ADMINISTRATIVE AIDE IV

Prepared by:

**AMADOR V. CAPINPIN**  
SENIOR ADMINISTRATIVE ASSISTANT I

Noted by:

**CATHERINE P. TALAVERA, CESO V**  
Schools Division Superintendent





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## Work Functions and Deliverables Records Section

NAME	Position	Function	Output/Deliverables
AMADOR V. CAPINPIN	SR. ADMINISTRATIVE ASSISTANT I	Receiving Clerk	Receiving, Releasing and Filing of documents of 1st District (Elem & Sec)
ROSETH M. FLANCIA	ADMINISTRATIVE ASSISTANT II	Receiving Clerk	Receiving, Releasing and Filing of documents of 2nd District (Elem & Sec)
AIRA MAY C. PEREZ	ADMINISTRATIVE ASSISTANT III	Receiving Clerk	Receiving, Releasing and Filing of documents of 3rd District
MARISYLL JUDEE G. MENDOZA	ADMINISTRATIVE ASSISTANT II	Receiving Clerk	Receiving, Releasing and Filing of documents of 4th District
EPIFANIA DAYAHAN	ADMINISTRATIVE ASSISTANT II	Receiving Clerk	Receiving, Releasing and Filing of documents from Regional Office
ANGELO RAÑESES	ADMINISTRATIVE ASSISTANT III	Receiving Clerk	Receiving and Releasing of appointments to teachers Receiving, Releasing and Filing of documents from Regional Office
SUSAN BALUYUT	ADMINISTRATIVE AIDE IV	Receiving Clerk	Distributing documents to service units
LEOVIGILDO GAELA	ADMINISTRATIVE ASSISTANT III	Receiving Clerk	Incharge of Service Records

Prepared by:

**AMADOR V. CAPINPIN**  
SENIOR ADMINISTRATIVE ASSISTANT I

Noted by:

**CATHERINE P. TALAVERA, CESO V**  
Schools Division Superintendent

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## SKELETAL WORK FORCE SCHEDULE ICT SECTION

### WEEK 3

NAME	POSITION	WORKING DAYS
ROMMEL T. OCZON	Administrative Assistant II	SDO June 15,16,17,18 (M,T,W,TH) WFH June 19 (F)
CRISTELL MAE DIANNE D. MANGUBAT	Administrative Aide VI	WFH June 15,16,17,18,19 (M,T,W,TH,F)

### WEEK 4

NAME	POSITION	WORKING DAYS
ROMMEL T. OCZON	Administrative Assistant II	SDO June 22,24,25(M,W,TH) WFH June 23,26 (T,F)
HERNANDO C. CORTEZ	Master Teacher II	SDO June 23,24,26 (T,W,F) WFH June 22,25 (M,TH)
CRISTELL MAE DIANNE D. MANGUBAT	Administrative Aide VI	WFH June 22,23,24,25,26 (M,T,W,TH,F)

### WEEK 5

NAME	POSITION	WORKING DAYS
ROMMEL T. OCZON	Administrative Assistant II	SDO June 29 (M) WFH June 30 (T)
HERNANDO C. CORTEZ	Master Teacher II	WFH June 29 (M) SDO June 30 (T)
CRISTELL MAE DIANNE D. MANGUBAT	Administrative Aide VI	WFH June 230 (M,T)

Prepared by:

**WILBERT B. PORTEZA**  
IT Officer

Noted by:

**CATHERINE P. TALAVERA, CESO V**  
Schools Division Superintendent





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## Work Functions and Deliverables

NAME	POSITION	FUNCTIONS	OUTPUT/DELIVERABLES
ROMMEL T. OCZON	Administrative Assistant II	Technical	Develop, back-up and maintain division website and LAN-based systems and technical assistance on division computer hardware and software
HERNANDO C. CORTEZ	Master Teacher II	Technical	Develop web and LAN-based systems and technical assistance on video editing
CRISTELL MAE DIANNE D. MANGUBAT	Administrative Aide VI	Secretariat	Uploading and Downloading of Memoranda and various communications and Administrative Support

Prepared by:

Noted by:

**WILBERT B. PORTEZA**  
IT Officer

**CATHERINE P. TALAVERA, CESO V**  
Schools Division Superintendent

## LEGAL UNIT OUTPUT/DELIVERABLES

NAME	POSITION	FUNCTION	OUTPUT/DELIVERABLES
CARLEEN AGUILA	LEGAL ASSISTANT II	Legal Assistant	Submit Fact Finding Investigation Reports of Pending Cases/ Transcription of the Recordings of Hearing Provide Legal Assistance
JACKQUELINENUYDA	ADMINISTRATIVE ASSISTANT II	Secretariat	Manage Incoming and Outgoing Communications/Documents and Administrative Support

Prepared by:

Noted by:

**ATTY. HANNAH IRISH R. CAÑEDA**  
Attorney III

**CATHERINE P. TALAVERA, CESO V**  
Schools Division Superintendent

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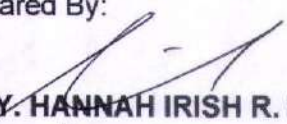
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## WORKFORCE SCHEDULE LEGAL UNIT

JUNE 8 – 30, 2020

NAME	POSITION	WORK-FROM-HOME	SKELETON WORKFORCE
CARLEEN AGUILA	LEGAL ASSISTANT I	June 8-10, 2020 June 15,17, 2020 June 22, 24, 2020 June 29-30, 2020	June 11-12, 2020 June 16, 18, 19, 2020 June 23, 25, 26, 2020
JACKQUELINE NUYDA	ADMINISTRATIVE ASSISTANT III	June 11, 18,25, 2020	June 8-10, 12, 2020 June 15-17, 19, 2020 June 22-24, 26, 2020 June 29, 30, 2020

Prepared By:

  
**ATTY. HANNAH IRISH R. CAÑEDA**  
Attorney III

Noted By:

  
**CATHERINE P. TALAVERA, CESO V**  
Schools Division Superintendent

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## SKELETAL WORK FORCE SHCEDULE BUDGET SECTION

### WEEK 4

( June 23-25, 2020 – SDO; June 22 & 26, 2020 – WFH)

NAME	POSITION
Rowena S. Adalim	Administrative Assistant III

( June 22,25-26, 2020 – SDO; June 23-24, 2020 – WFH)

NAME	POSITION
Jeffrey E. Maaño	Administrative Assistant II

( June 22-24, 2020 – SDO; June 25-26, 2020 – WFH)

NAME	POSITION
Maria Rafaela Miguela A. Jimenez	Administrative Assistant I

( June 24-26, 2020 – SDO; June 22-23, 2020 – WFH)

NAME	POSITION
Alegria O. Medenilla	Administrative Aide VI

### WEEK 5

( June 30, 2020 – SDO; June 29, 2020 – WFH)

NAME	POSITION
Rowena S. Adalim	Administrative Assistant III

( June 29, 2020 – SDO; June 30, 2020 – WFH)

NAME	POSITION
Jeffrey E. Maaño	Administrative Assistant II


( June 29-30, 2020 – SDO)

NAME	POSITION
Maria Rafaela Miguela A. Jimenez	Administrative Assistant I

(June 29-30, 2020 – WFH)

NAME	POSITION
Alegria O. Medenilla	Administrative Aide VI

Prepared By:

  
CATHERINE A. PUREZA  
AO V/Budget Officer III

Noted By:

CATHERINE P. TALAVERA, CESO V  
Schools Division Superintendent 

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## BUDGET SECTION OUTPUT/DELIVERABLES

NAME	POSITION	FUNCTION	OUTPUT/DELIVERABLES
ROWENA S. ADALIM	Administrative Assistant III	Clerical and Administrative Support	<ul style="list-style-type: none"> <li>Processed ORS for PY Obligations.</li> <li>Consolidated Budgetary Reports of JHS IUs.</li> <li>Summarized Budgetary Reports of SDO Proper.</li> <li>Counter-Checked ORS for CY Obligations.</li> </ul>
JEFFREY E. MAANO	Administrative Assistant II	Technical Support	<ul style="list-style-type: none"> <li>Transaction Logs for all incoming/outgoing documents and communication.</li> </ul>
MARIA RAFAELA MIGUELA A. JIMENEZ	Administrative Assistant I	Clerical Support	<ul style="list-style-type: none"> <li>Processed ORS for CY Obligations.</li> <li>Supporting Schedules for PS Fund Requests.</li> <li>Monitoring Balance of PS Fund Allotments.</li> </ul>
ALEGRIA O. MENDENILLA	Administrative Aide VI	Clerical Support	<ul style="list-style-type: none"> <li>Processed ORS for CY Obligations.</li> <li>Supporting Schedules for MOOE Fund Requests.</li> <li>Monitoring Balance of MOOE Fund Allotments.</li> </ul>

Prepared By:

  
CATHERINE A. PUREZA  
AO V/Budget Officer III

Noted By:

  
CATHERINE P. TALAVERA, CESO V  
Schools Division Superintendent

## Supply Section Output/Deliverables

NAME	Position	Function	Output/Deliverables
GEORGE D. AGUILA	SUPPLY OFFICER II	SECTION HEAD	APPROVAL, SUPERVISION, REPORTS, ACCEPTANCE/ISSUANCES OF DELIVERIES, SUPPLY MANAGEMENT
JEAN O. SOLOMON	ADMINISTRATIVE ASSISTANT III	SUPPLY STAFF-PROCUREMENT/ADMIN SUPPORT	PURCHASES, DELIVERIES, INVENTORY TAKING AND REPORTS, CLERICAL WORKS
MICHELLE PORNOBI	ADMINISTRATIVE ASSISTANT II	SUPPLY STAFF-DTS/INVENTORY	INCOMING/OUTGOING OF DOCUMENTS/INVENTORY/CLERICAL WORKS
JOY SANCHEZ	ADMINISTRATIVE AIDE VI	SUPPLY STAFF-DTS/ISSUANCES	CLERICAL WORKS AND ISSUANCES
HECTOR LAURIO	ADMINISTRATIVE AIDE VI	SUPPLY STAFF-INVENTORY/ISSUANCES	CLERICAL WORKS AND INVENTORY
DONATO ALTOVAR	ADMINISTRATIVE AIDE	UTILITY	MAINTENANCE OF SURROUNDINGS, WAREHOUSING

Prepared by:

  
GEORGE D. AGUILA  
Supply Officer II

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Noted by:

  
CATHERINE P. TALAVERA, CESO V  
Schools Division Superintendent

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## SKELETAL WORK FORCE SCHEDULE SUPPLY SECTION

### WEEK 4 (JUNE 22-26, 2020)

NAME	POSITION	SCHEDULE
<b>GEORGE D. AGUILA</b> (W/HEALTH RISK)	SUPPLY OFFICER II	MWF: SDO TUES & THURS: WFH
<b>JEAN O. SOLOMON</b>	ADMINISTRATIVE ASSISTANT III	MON-WED: WFH THURS-FRI: SDO
<b>MICHELLE PORNOBI</b>	ADMINISTRATIVE ASSISTANT II	MON-WED: SDO THURS-FRI: WFH
<b>JOY SANCHEZ</b> (SC)	ADMINISTRATIVE AIDE VI	TUES& THURS: SDO MWF: WFH
<b>HECTOR LAURIO</b>	ADMINISTRATIVE AIDE VI	TUE-THURS: WFH MON&FRI: SDO
<b>DONATO ALTOVAR</b> (W/HEALTH RISK)	ADMINISTRATIVE AIDE	MON & FRI: WFH TUE-THURS: SDO
<b>ALLAN RODILLAS</b> (DETAINED PERSONNEL/WITH HEALTH RISK)	PRINCIPAL	MON-FRI: WFH

### WEEK 5 (JUNE 29-30, 2020)

NAME	POSITION	SCHEDULE
<b>GEORGE D. AGUILA</b> (W/HEALTH RISK)	SUPPLY OFFICER II	Monday SDO Tuesday WFH
<b>JEAN O. SOLOMON</b>	ADMINISTRATIVE ASSISTANT III	Monday SDO Tuesday WFH
<b>MICHELLE PORNOBI</b>	ADMINISTRATIVE ASSISTANT II	Tuesday SDO Monday WFH
<b>JOY SANCHEZ</b>	ADMINISTRATIVE AIDE VI	Tuesday SDO Monday WFH
<b>HECTOR LAURIO</b>	ADMINISTRATIVE AIDE VI	Tuesday SDO Monday WFH
<b>DONATO ALTOVAR</b> (W/HEALTH RISK)	ADMINISTRATIVE AIDE	Monday SDO Tuesday WFH
<b>ALLAN RODILLAS</b> (DETAINED PERSONNEL/WITH HEALTH RISK)	PRINCIPAL	WFH

Prepared by:

**GEORGE D. AGUILA**  
Supply Officer II

Noted by:

**CATHERINE P. TALAVERA, CESO V**  
Schools Division Superintendent

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## ACCOUNTING SECTION SKELETAL WORK FORCE SCHEDULE

### GROUP 1 (JUNE 22-25, 2020-SDO, JUNE 26,29,30, 2020-WFH)

NO.	NAME	DESIGNATION
1.	Gladita C. Lorredo	Administrative Assistant III
2.	Mildred E. Glorioso	Administrative Assistant III
3.	Brandon E. de Mesa	Administrative Assistant III
4.	Donald Luistro	Administrative Assistant III
5.	Sharon Venezuela	Administrative Assistant III
6.	Hector Salivia	Administrative Assistant III
7.	Czarina Gaye Mendiola	Administrative Assistant III
8.	Z Ann Leah Zulueta	Administrative Assistant III
9.	Maychelle Te	Administrative Assistant III
10.	Ameicel Hutalla	Administrative Assistant III
11.	Hilariona Coronado	Administrative Assistant III
12.	Rowena Villaruel	Administrative Assistant III
13.	Raymund Peñaverde	Administrative Assistant III
14.	France Joyce Taburdan	Administrative Assistant III
15.	Paul MArvin Samson	Administrative Assistant III
16.	Joanna Marie Mercado	Administrative Assistant III
17.	Monique Iris Uy	Administrative Assistant III
18.	Lorena Abdon	Administrative Assistant III
19.	Monette Abrigo	Administrative Assistant III
20.	Chaenkee Chumacera	Administrative Assistant III
21.	Maricel Fortaleza	Administrative Assistant III
22.	Marygold de Chavez	Administrative Assistant III
23.	Maylene Bacus	Administrative Assistant III

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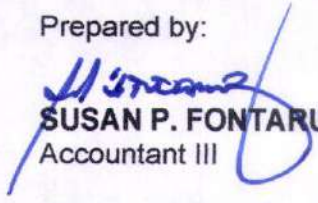


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## GROUP 2 (JUNE 22-25, 2020-WFH, JUNE 26,29,30, 2020 -SDO)

NO.	NAME	DESIGNATION
1.	Ruth Alcancia	Administrative Assistant III
2.	Marichelle Lu	Administrative Assistant III
3.	Sharon Obordo	Administrative Assistant III
4.	Jan Pauline Billanes	Administrative Assistant II
5.	Zara Jessica Pasta	Administrative Assistant III
6.	Amparo Masajo	Administrative Assistant III
7.	Ronil Gilbuena	Administrative Assistant III
8.	Leopoldo Enriquez Jr.	Administrative Assistant III
9.	Noemi Ferrancullo	Administrative Assistant III
10.	Hazel Salibio	Administrative Assistant III
11.	Jessica Tolenada	Administrative Assistant III
12.	Mary Grace Ranas	Administrative Assistant III
13.	Rosalie Ibal	Administrative Assistant III
14.	Jayzelle Oliveros	Administrative Assistant III
15.	Maria Elvira Carimpong	Administrative Assistant III
16.	Richard Vedaño	Administrative Assistant III
17.	Ronald De Ramos	Administrative Assistant III
18.	Donald Fontanosa	Administrative Assistant III
19.	Christian Louie Solomon	Administrative Assistant III

Prepared by:

  
**SUSAN P. FONTARUM**  
Accountant III

Approved by:

  
**CATHERINE P. TALAVERA, CESO V**  
Schools Division Superintendent

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## Work Functions and Deliverables of Accounting Section

NAME	Position	Function	Output/Deliverables
GLADITA C. LORREDO	ADMINISTRATIVE ASSISTANT III	<ul style="list-style-type: none"> <li>Account Tracking</li> <li>Accounting Services</li> </ul>	<ul style="list-style-type: none"> <li>Checked Financial Reports of IUs</li> <li>Pre-audited Liquidation Report</li> <li>Consolidated Cash Disbursement Register</li> </ul>
MILDRED E. GLORIOSO	ADMINISTRATIVE ASSISTANT III	<ul style="list-style-type: none"> <li>Financial records and reports</li> <li>Account Tracking</li> <li>Accounting Services</li> </ul>	<ul style="list-style-type: none"> <li>Processed vouchers</li> <li>Summary of Supplementary Payroll</li> <li>Payroll for Downloading of MOOE &amp; SBFP</li> <li>Schedules for financial Report</li> <li>E-TRA</li> <li>Pre-audited Liquidation Report</li> <li>Consolidated Cash Disbursement Register</li> </ul>
BRANDON E. DE MESA	ADMINISTRATIVE ASSISTANT II	<ul style="list-style-type: none"> <li>Financial records and reports</li> <li>Account Tracking</li> </ul>	<ul style="list-style-type: none"> <li>Processed vouchers</li> <li>Schedules for financial report</li> </ul>
DONALD LUISTRO	ADMINISTRATIVE ASSISTANT II	<ul style="list-style-type: none"> <li>Account Tracking</li> <li>Accounting Services</li> </ul>	<ul style="list-style-type: none"> <li>Schedule for financial report</li> <li>Pre-audited Liquidation Report</li> <li>Consolidated Cash Disbursement Register</li> </ul>
SHARON VENZUELA	ADMINISTRATIVE ASSISTANT III	<ul style="list-style-type: none"> <li>Financial records and reports</li> <li>Account Tracking</li> <li>Accounting Services</li> </ul>	<ul style="list-style-type: none"> <li>Processed vouchers</li> <li>Pre-audited Liquidation Report</li> <li>Consolidated Cash Disbursement Register</li> </ul>
HECTOR SALIVIA	ADMINISTRATIVE ASSISTANT III	<ul style="list-style-type: none"> <li>Financial records and reports</li> <li>Account Tracking</li> <li>Accounting Services</li> <li>Records and Files</li> </ul>	<ul style="list-style-type: none"> <li>Processed vouchers</li> <li>Schedule of TRA</li> <li>Pre-audited Liquidation Report</li> <li>Consolidated Cash Disbursement Register</li> <li>Received and Forwarded documents thru DTS</li> </ul>
CZARINA GAYE MENDIOLA	ADMINISTRATIVE ASSISTANT III	<ul style="list-style-type: none"> <li>Financial records and reports</li> <li>Account Tracking</li> <li>Financial Transactions Recording</li> <li>Accounting Services</li> </ul>	<ul style="list-style-type: none"> <li>Financial Statement for Provident Fund</li> <li>Schedules to FS</li> <li>Processed clearance application, order of payment, and provident loan</li> <li>Processed vouchers</li> <li>Pre-audited Liquidation Report</li> </ul>

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			<ul style="list-style-type: none"> <li>• Consolidated Cash Disbursement Register</li> </ul>
Z-ANN LEAH ZULUETA	ADMINISTRATIVE ASSISTANT III	<ul style="list-style-type: none"> <li>• Financial records and reports</li> <li>• Account Tracking</li> <li>• Financial Transactions Recording</li> <li>• Accounting Services</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Statement for Trust/Regular Fund</li> <li>• Consolidated reports of DO and IUs</li> <li>• Schedules to FS – DO and IUs</li> <li>• Pre-audited Liquidation Report</li> <li>• Consolidated Cash Disbursement Register</li> </ul>
MAYCHELLE A. TE	ADMINISTRATIVE ASSISTANT III	<ul style="list-style-type: none"> <li>• Financial records and reports</li> <li>• Account Tracking</li> <li>• Financial Transactions Recording</li> <li>• Accounting Services</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Statement for Regular/All Fund</li> <li>• Consolidated reports of DO and IUs</li> <li>• Schedules to FS – DO and IUs</li> <li>• Pre-audited Liquidation Report</li> <li>• Consolidated Cash Disbursement Register</li> </ul>
AMEICEL HUTALLA	ADMINISTRATIVE ASSISTANT III	<ul style="list-style-type: none"> <li>• Financial records and reports</li> <li>• Account Tracking</li> <li>• Financial Transactions Recording</li> <li>• Accounting Services</li> </ul>	<ul style="list-style-type: none"> <li>• Other Financial reports for Regular/Trust Fund</li> <li>• Consolidated reports of DO and IUs</li> <li>• Schedules to FS</li> <li>• URS online encoding</li> <li>• Pre-audited Liquidation Report</li> <li>• Consolidated Cash Disbursement Register</li> </ul>
HILARIONA CORONADO	ADMINISTRATIVE ASSISTANT III	<ul style="list-style-type: none"> <li>• Accounting services</li> <li>• BAC Secretariat</li> </ul>	<ul style="list-style-type: none"> <li>• Pre-Audited Liquidation Report</li> <li>• Consolidated Cash Disbursement Register</li> <li>• BAC related reports</li> </ul>
ROWENA VILLARUEL	ADMINISTRATIVE ASSISTANT III	<ul style="list-style-type: none"> <li>• Accounting services</li> </ul>	<ul style="list-style-type: none"> <li>• Pre-Audited Liquidation Report</li> <li>• Consolidated Cash Disbursement Register</li> </ul>
RAYMUND PEÑAVERDE	ADMINISTRATIVE ASSISTANT III	<ul style="list-style-type: none"> <li>• Accounting services</li> </ul>	<ul style="list-style-type: none"> <li>• Pre-Audited Liquidation Report</li> <li>• Consolidated Cash Disbursement Register</li> </ul>
FRANCE JOYCE TABURDAN	ADMINISTRATIVE ASSISTANT III	<ul style="list-style-type: none"> <li>• Accounting services</li> </ul>	<ul style="list-style-type: none"> <li>• Pre-Audited Liquidation Report</li> <li>• Consolidated Cash Disbursement Register</li> <li>• Memorandum and Letters</li> </ul>
PAUL MARVIN SAMSON	ADMINISTRATIVE ASSISTANT III	<ul style="list-style-type: none"> <li>• Accounting services</li> </ul>	<ul style="list-style-type: none"> <li>• Pre-Audited Liquidation Report</li> <li>• Consolidated Cash Disbursement Register</li> </ul>
JOANA MERCADO	ADMINISTRATIVE ASSISTANT III	<ul style="list-style-type: none"> <li>• Accounting services</li> </ul>	<ul style="list-style-type: none"> <li>• Pre-Audited Liquidation Report</li> <li>• Consolidated Cash Disbursement Register</li> </ul>

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MONIQUE IRIS UY	ADMINISTRATIVE ASSISTANT III	<ul style="list-style-type: none"> <li>Accounting services</li> </ul>	<ul style="list-style-type: none"> <li>Pre-Audited Liquidation Report</li> <li>Consolidated Cash Disbursement Register</li> </ul>
LORENA ABDON	ADMINISTRATIVE ASSISTANT III	<ul style="list-style-type: none"> <li>Accounting services</li> </ul>	<ul style="list-style-type: none"> <li>Pre-Audited Liquidation Report</li> <li>Consolidated Cash Disbursement Register</li> </ul>
MONETTE ABRIGO	ADMINISTRATIVE ASSISTANT III	<ul style="list-style-type: none"> <li>Accounting services</li> </ul>	<ul style="list-style-type: none"> <li>Pre-Audited Liquidation Report</li> <li>Consolidated Cash Disbursement Register</li> </ul>
CHAENKEE CHUMACERA	ADMINISTRATIVE ASSISTANT III	<ul style="list-style-type: none"> <li>Accounting services</li> </ul>	<ul style="list-style-type: none"> <li>Pre-Audited Liquidation Report</li> <li>Consolidated Cash Disbursement Register</li> </ul>
MARICEL FORTALEZA	ADMINISTRATIVE ASSISTANT III	<ul style="list-style-type: none"> <li>Accounting services</li> </ul>	<ul style="list-style-type: none"> <li>Pre-Audited Liquidation Report</li> <li>Consolidated Cash Disbursement Register</li> </ul>
MARYGOLD DE CHAVEZ	ADMINISTRATIVE ASSISTANT III	<ul style="list-style-type: none"> <li>Accounting services</li> </ul>	<ul style="list-style-type: none"> <li>Pre-Audited Liquidation Report</li> <li>Consolidated Cash Disbursement Register</li> </ul>
MAYLENE BACUS	ADMINISTRATIVE ASSISTANT III	<ul style="list-style-type: none"> <li>Accounting services</li> </ul>	<ul style="list-style-type: none"> <li>Pre-Audited Liquidation Report</li> <li>Consolidated Cash Disbursement Register</li> </ul>
RUTH ALCANCIA	ADMINISTRATIVE ASSISTANT III	<ul style="list-style-type: none"> <li>Financial records and reports</li> <li>Accounting services</li> </ul>	<ul style="list-style-type: none"> <li>Prepared LDDAP-ADA for vouchers</li> <li>Pre-Audited Liquidation Report</li> <li>Consolidated Cash Disbursement Register</li> </ul>
MARICHELE LU	ADMINISTRATIVE ASSISTANT III	<ul style="list-style-type: none"> <li>Account Tracking</li> <li>Accounting services</li> </ul>	<ul style="list-style-type: none"> <li>Schedule of PPE</li> <li>Pre-Audited Liquidation Report</li> <li>Consolidated Cash Disbursement Register</li> </ul>
SHARON OBORDO	ADMINISTRATIVE ASSISTANT III	<ul style="list-style-type: none"> <li>Account Tracking</li> <li>Accounting services</li> </ul>	<ul style="list-style-type: none"> <li>Bank Reconciliation</li> <li>Pre-Audited Liquidation Report</li> <li>Consolidated Cash Disbursement Register</li> </ul>
JAN PAULINE BILLANES	ADMINISTRATIVE ASSISTANT II	<ul style="list-style-type: none"> <li>Accounting services</li> </ul>	<ul style="list-style-type: none"> <li>Pre-Audited Liquidation Report</li> <li>Consolidated Cash Disbursement Register</li> </ul>
ZARAH JESSICA PASTA	ADMINISTRATIVE ASSISTANT III	<ul style="list-style-type: none"> <li>Accounting services</li> </ul>	<ul style="list-style-type: none"> <li>Pre-Audited Liquidation Report</li> <li>Consolidated Cash Disbursement Register</li> </ul>
AMPARO MASAJO	ADMINISTRATIVE ASSISTANT III	<ul style="list-style-type: none"> <li>Accounting services</li> </ul>	<ul style="list-style-type: none"> <li>Pre-Audited Liquidation Report</li> <li>Consolidated Cash Disbursement Register</li> </ul>
RONIL GILBUENA	ADMINISTRATIVE ASSISTANT III	<ul style="list-style-type: none"> <li>Accounting services</li> </ul>	<ul style="list-style-type: none"> <li>Pre-Audited Liquidation Report</li> <li>Consolidated Cash Disbursement Register</li> </ul>
LEOPOLDO ENRIQUEZ, JR.	ADMINISTRATIVE ASSISTANT III	<ul style="list-style-type: none"> <li>Accounting services</li> </ul>	<ul style="list-style-type: none"> <li>Pre-Audited Liquidation Report</li> </ul>

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			<ul style="list-style-type: none"> <li>• Consolidated Cash Disbursement Register</li> </ul>
NOEMI FERRANCULO	ADMINISTRATIVE ASSISTANT III	<ul style="list-style-type: none"> <li>• Accounting services</li> <li>• Inspectorate Team</li> </ul>	<ul style="list-style-type: none"> <li>• Pre-Audited Liquidation Report</li> <li>• Consolidated Cash Disbursement Register</li> <li>• Inspection of deliveries</li> </ul>
HAZEL SALIBIO	ADMINISTRATIVE ASSISTANT III	<ul style="list-style-type: none"> <li>• Accounting services</li> </ul>	<ul style="list-style-type: none"> <li>• Pre-Audited Liquidation Report</li> <li>• Consolidated Cash Disbursement Register</li> </ul>
JESSICA TOLENADA	ADMINISTRATIVE ASSISTANT III	<ul style="list-style-type: none"> <li>• Accounting services</li> </ul>	<ul style="list-style-type: none"> <li>• Pre-Audited Liquidation Report</li> <li>• Consolidated Cash Disbursement Register</li> </ul>
MARY GRACE RANAS	ADMINISTRATIVE ASSISTANT III	<ul style="list-style-type: none"> <li>• Accounting services</li> </ul>	<ul style="list-style-type: none"> <li>• Pre-Audited Liquidation Report</li> <li>• Consolidated Cash Disbursement Register</li> </ul>
ROSALIE IBAL	ADMINISTRATIVE ASSISTANT III	<ul style="list-style-type: none"> <li>• Accounting services</li> </ul>	<ul style="list-style-type: none"> <li>• Pre-Audited Liquidation Report</li> <li>• Consolidated Cash Disbursement Register</li> </ul>
JAYZELLE OLIVEROS	ADMINISTRATIVE ASSISTANT III	<ul style="list-style-type: none"> <li>• Accounting services</li> </ul>	<ul style="list-style-type: none"> <li>• Pre-Audited Liquidation Report</li> <li>• Consolidated Cash Disbursement Register</li> </ul>
MA. ELVIRA CARIMPONG	ADMINISTRATIVE ASSISTANT III	<ul style="list-style-type: none"> <li>• Accounting services</li> </ul>	<ul style="list-style-type: none"> <li>• Pre-Audited Liquidation Report</li> <li>• Consolidated Cash Disbursement Register</li> </ul>
RICHARD VEDAÑO	ADMINISTRATIVE ASSISTANT III	<ul style="list-style-type: none"> <li>• Accounting services</li> </ul>	<ul style="list-style-type: none"> <li>• Pre-Audited Liquidation Report</li> <li>• Consolidated Cash Disbursement Register</li> </ul>
RONALD DE RAMOS	ADMINISTRATIVE ASSISTANT III	<ul style="list-style-type: none"> <li>• Accounting services</li> </ul>	<ul style="list-style-type: none"> <li>• Pre-Audited Liquidation Report</li> <li>• Consolidated Cash Disbursement Register</li> </ul>
DONALD FONTANOSA	ADMINISTRATIVE ASSISTANT III	<ul style="list-style-type: none"> <li>• Accounting services</li> </ul>	<ul style="list-style-type: none"> <li>• Pre-Audited Liquidation Report</li> <li>• Consolidated Cash Disbursement Register</li> </ul>
CHRISTIAN LOUI SOLOMON	ADMINISTRATIVE ASSISTANT III	<ul style="list-style-type: none"> <li>• Accounting services</li> </ul>	<ul style="list-style-type: none"> <li>• Pre-Audited Liquidation Report</li> <li>• Consolidated Cash Disbursement Register</li> </ul>

Prepared by:

**SUSAN P. FONTARUM**  
Accountant III

Noted By:

**CATHERINE P. TALAVERA, CESO V**  
Schools Division Superintendent

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## SKELETAL WORK FORCE SCHEDULE EDUCATION FACILITIES SECTION

### WEEK 1

#### GROUP 1 (JUNE 1-3, 2020 - SDO; JUNE 4-5, 2020 - WFH)

NAME	POSITION
RAMIR O. ARBOLENTE	DIVISION ENGINEER
DANICA MAY V. JARANILLA	ADMINISTRATIVE ASSISTANT II

#### GROUP 2 (JUNE 1-3, 2020 - WFH; JUNE 4-5, 2020 - SDO)

NAME	POSITION
DANIEL JR I. HUTAMARES	SENIOR TECHNICAL ASSISTANT I
GIAN CARLO O. PARDILLA	SENIOR TECHNICAL ASSISTANT I

### WEEK 2

#### GROUP 1 (JUNE 8-10, 2020 - SDO; JUNE 11-12, 2020 - WFH)

NAME	POSITION
DANIEL JR I. HUTAMARES	SENIOR TECHNICAL ASSISTANT I
GIAN CARLO O. PARDILLA	SENIOR TECHNICAL ASSISTANT I

#### GROUP 2 (JUNE 8-10, 2020 - WFH; JUNE 11-12, 2020 - SDO)

NAME	POSITION
RAMIR O. ARBOLENTE	DIVISION ENGINEER
DANICA MAY V. JARANILLA	ADMINISTRATIVE ASSISTANT II

### WEEK 3

#### GROUP 1 (JUNE 15,17,19, 2020 - SDO; JUNE 18,20 2020 - WFH)

NAME	POSITION
RAMIR O. ARBOLENTE	DIVISION ENGINEER
DANICA MAY V. JARANILLA	ADMINISTRATIVE ASSISTANT II

#### GROUP 2 (JUNE 15,17,19 2020 - WFH; JUNE 18,20, 2020 - SDO)

NAME	POSITION
DANIEL JR I. HUTAMARES	SENIOR TECHNICAL ASSISTANT I
GIAN CARLO O. PARDILLA	SENIOR TECHNICAL ASSISTANT I

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## WEEK 4

### GROUP 1 (JUNE 22,24,26 2020 - SDO; JUNE 23-25, 2020 - WFH)

NAME	POSITION
DANIEL JR I. HUTAMARES	SENIOR TECHNICAL ASSISTANT I
GIAN CARLO O. PARDILLA	SENIOR TECHNICAL ASSISTANT I

### GROUP 2 (JUNE 22,24,26 2020 - WFH; JUNE 23,25, 2020 - SDO)

NAME	POSITION
RAMIR O. ARBOLENTE	DIVISION ENGINEER
DANICA MAY V. JARANILLA	ADMINISTRATIVE ASSISTANT II

## WEEK 5

### GROUP 1 (JUNE 29-30, 2020 - SDO)

NAME	POSITION
RAMIR O. ARBOLENTE	DIVISION ENGINEER
DANICA MAY V. JARANILLA	ADMINISTRATIVE ASSISTANT II

### GROUP 2 (JUNE 29-30, 2020 - WFH)

NAME	POSITION
DANIEL JR I. HUTAMARES	SENIOR TECHNICAL ASSISTANT I
GIAN CARLO O. PARDILLA	SENIOR TECHNICAL ASSISTANT I

Prepared by:

  
**RAMIR O. ARBOLENTE**  
 Division Engineer III

Noted by:

  
**CATHERINE P. TALAVERA, CESO V**  
 Schools Division Superintendent





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### Schools Governance and Operations Division Personnel's Assignment Combination Skeleton Force and Work from Home

Date: June 22- 26, 2020

No.	NAME	DESIGNATION	WORK ARRANGEMENT	
			SKELETON FORCE	WFH
1.	Elizabeth M. de Villa	Chief Education Program Supervisor	Monday to Friday	N/A
2.	Raul R. Agaran	Education Program Supervisor	Mon, Tue, Thur	Wed, Fri
3.	Gilbert C. Alva	Senior Education Program Specialist	Mon, Wed, Fri	Thur, Fri
4.	Marbin Jeramil D. Fragata	Planning Officer III	Monday to Friday	N/A
5.	Regina V. Marino	Senior Education Program Specialist	Mon, Tue, Wed	Thur, Fri
6.	Michelle G. Duma	Education Program Specialist II	Tue, Thur	Mon, Wed, Fri
7.	Oscar R. Duma, Jr.	Senior Education Program Specialist	Tue, Thur	Mon, Wed, Fri
8.	Marck Andro E. Bernabe	Education Program Specialist II	Tue, Thur	Mon, Wed, Fri
9.	Paul Clifford N. Marquez	Senior Education Program Specialist	Mon, Wed, Fri	Tue, Thur
10.	Mary Joyce P. Salamat	Education Program Specialist II	Mon, Wed, Fri	Tues, Thur
11.	Arvin P. Repaso	Project Development Officer II	Monday to Friday	N/A
12.	Gloria F. Magtibay	Administrative Assistant III	Monday to Friday	N/A

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13.	<b>Alma M. Quiambao</b>	Administrative Assistant III	Mon, Wed, Fri	Tue, Thur
14.	<b>Lea M. Abejo</b>	Administrative Assistant II	Mon, Wed, Fri	Tue, Thur
15.	<b>Bernadeth A. Placino</b>	Administrative Assistant II	Tue, Thur	Mon, Wed, Fri
16.	<b>Edwin G. Signo, Jr.</b>	Administrative Aide VI	Mon, Tue, Thur	Wed, Fri
17.	<b>Ma. Teresita M. Abella</b>	OIC- SHS/ Nurse II	Monday to Friday	N/A
18.	<b>Vincent Lawrence Habito</b>	Administrative Aide VI	Mon, Wed, Fri	Tue, Thur
19.	<b>Sherwin Peñamora</b>	Dental Aide	Tue, Thur	Mon, Wed, Fri
20.	<b>Dr. Jose Macario Ernie Patiño</b>	Dentist-in-charge	Mon, Wed, Fri	Tue, Thur

Prepared by:

  
**ELIZABETH M. DE VILLA**  
SGOD- Chief

Approved By:

  
**CATHERINE P. TALAVERA, CESO V**  
Schools Division Superintendent

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### Schools Governance and Operations Division Personnel's Assignment Combination Skeleton Force and Work from Home

Date: June 29- 30, 2020

No.	NAME	DESIGNATION	WORK ARRANGEMENT	
			SKELETON FORCE	WFH
1.	Elizabeth M. de Villa	Chief Education Education Program Supervisor	Mon, Tue	N/A
2.	Raul R. Agaran	Education Program Supervisor	Tue	Mon
3.	Gilbert C. Alva	Senior Education Program Specialist	Mon	Tue
4.	Marbin Jeramil D. Fragata	Planning Officer III	Mon, Tue	N/A
5.	Regina V. Marino	Senior Education Program Specialist	Tue	Mon
6.	Michelle G. Duma	Education Program Specialist II	Mon, Tue	N/A
7.	Oscar R. Duma, Jr.	Senior Education Program Specialist	Mon, Tue	N/A
8.	Marck Andro E. Bernabe	Education Program Specialist II	Mon	Tue
9.	Paul Clifford N. Marquez	Senior Education Program Specialist	Tue	Mon
10.	Mary Joyce P. Salamat	Education Program Specialist II	Tue	Mon
11.	Arvin P. Repaso	Project Development Officer II	Mon, Tue	N/A
12.	Gloria F. Magtibay	Administrative Assistant III	Mon, Tue	N/A

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13.	<b>Alma M. Quiambao</b>	Administrative Assistant III	Mon	Tue
14.	<b>Lea M. Abejo</b>	Administrative Assistant II	Mon	Tue
15.	<b>Bernadeth A. Placino</b>	Administrative Assistant II	Tue	Mon
16.	<b>Edwin G. Signo, Jr.</b>	Administrative Aide VI	Mon, Tue	
17.	<b>Ma. Teresita M. Abella</b>	OIC- SHS/ Nurse II	Mon, Tue	N/A
18.	<b>Vincent Lawrence Habito</b>	Administrative Aide VI	Tue	Mon
19.	<b>Sherwin Peñamora</b>	Dental Aide	Mon	Tue
20.	<b>Dr. Jose Macario Ernie Patiño</b>	Dentist-in-charge	Mon	Tue

Prepared by:

  
**ELIZABETH M. DE VILLA**  
SGOD- Chief

Approved By:

  
**CATHERINE P. TALAVERA, CESO V**  
Schools Division Superintendent

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## Work Functions and Deliverables OFFICE OF THE SCHOOLS GOVERNANCE AND OPERATIONS DIVISION

Name	Position	Function/Section	Outputs/Deliverables
Elizabeth M. De Villa	Chief Education Program Supervisor	Supervises the Operations of the Schools Operations and Governance Division	<ul style="list-style-type: none"> <li>Provides strategic direction and technical inputs to the management of the schools division towards effective and efficient governance and operation of the schools and learning centers and in being accountable for its organizational effectiveness.</li> <li>Leads and manages the work of the team that will help ensure that Schools Division have the resources, technical assistance and are able to implement sustainable programs and projects to help schools establish and manage conducive learning environment and ensure learner readiness to learn.</li> <li>Attends to other matters as per instruction of the Top Management.</li> </ul>
Raul R. Agaran	Education Program Supervisor	Assists in the supervision of the operations of the Schools Operations and Governance Division	<ul style="list-style-type: none"> <li>Assists the SGOD Chief in the management of programs and provide technical assistance to the SGOD Team.</li> <li>Attends to matters concerning Integration and Titling of Schools.</li> <li>Finalizes the Division Plan for Brigada Eskwela 2020.</li> <li>Assists the SEPS for SMN in the formulation programs regarding Partnerships.</li> <li>Oversees and assists matters pertaining to Testing and Assessment.</li> <li>Attends to other matters as per instruction of the Top Management and the Division Chief.</li> </ul>
Regina V. Marino	Senior Education Program Specialist	Human Resource Training and Development	<ul style="list-style-type: none"> <li>Attends to all Training and Development Needs of the Division .</li> <li>Monitors submission of names of District L &amp; D Program Coordinators.</li> <li>Finalizes the guidelines for the Scholarship Program.</li> <li>Provides necessary Report/Technical Assistance on matters concerning Human Resource Development and Training.</li> <li>Attends to other matters as per instruction of the Top Management and the Division Chief.</li> </ul>
Oscar R. Duma, Jr.	Senior Education Program Specialist	School Monitoring and Evaluation	<ul style="list-style-type: none"> <li>Attends to all matters concerning Monitoring and Evaluation.</li> <li>Facilitate the Division GAD Article Writing Contest.</li> <li>Provides necessary Report/ (Guidelines)Technical Assistance on QATAME, SIP, DMEPA/SMEPA.</li> <li>Attends to other matters as per instruction of the Top Management and the Division Chief.</li> </ul>
Paul Clifford N. Marquez	Senior Education Program Specialist	Social Mobilization and Networking	<ul style="list-style-type: none"> <li>Assists the EPS of SGOD in the finalization of Division Plan for Brigada Eskwela 2020.</li> <li>Finalizes guidelines on Partnership and ASP.</li> <li>Consolidates MOA with the partners.</li> </ul>

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			<ul style="list-style-type: none"> <li>Consolidates report of donors, partners and volunteers for COVID 19.</li> <li>Provides necessary Report/Technical Assistance on matters concerning ASP, Partnerships and Networking.</li> <li>Attends to other matters as per instruction of the Top Management and the Division Chief.</li> </ul>
Gilbert C. Alva	Senior Education Program Specialist	Planning and Research	<ul style="list-style-type: none"> <li>Provides assistance to teachers who submitted AR in the link given in the memorandum.</li> <li>Collates report on School Research Accomplishment Report and Research Management Plan.</li> <li>Assists and oversees the YFD programs and the implementation of Project TULAY.</li> <li>Attends to other matters as per instruction of the Top Management and the Division Chief.</li> </ul>
Marbin Jeramil D. Fragata	Planning Officer III	Planning and Research	<ul style="list-style-type: none"> <li>Facilitates the data management of the Division.</li> <li>Completes report on DEDP and AIP.</li> <li>Attends to other matters as per instruction of the Top Management and the Division Chief.</li> </ul>
Michelle G. Duma	Education Program Specialist II	Human Resource Training and Development	<ul style="list-style-type: none"> <li>Attends to all Training and Development Needs of the Division .</li> <li>Monitoring of On-line Submission of GAD Plan and Budget for FY 2021 and Online Collection of Sex-Disaggregated Data on Gender Information for DepEd Division of Quezon Field Personnel.</li> <li>Provides necessary Report/Technical Assistance on matters concerning Human Resource Development and Training and GAD.</li> <li>Finalizes guidelines on Rewards and Recognition.</li> <li>Provides update on succession planning.</li> <li>Attends to other matters as per instruction of the Top Management and the Division Chief.</li> </ul>
Marck Andro E. Bernabe	Education Program Specialist II	School Monitoring and Evaluation	<ul style="list-style-type: none"> <li>Attends to all matters concerning Monitoring and Evaluation.</li> <li>Facilitates concerns on Testing and Assessment in coordination with EPS Raul Agaran.</li> <li>Facilitates the SBM Level of Practice Monitoring.</li> <li>Provides necessary Report/Technical Assistance on Testing, SBM and QATAME.</li> <li>Attends to other matters as per instruction of the Top Management and the Division Chief.</li> </ul>
Mary Joyce P. Salamat	Education Program Specialist II	Social Mobilization and Networking	<ul style="list-style-type: none"> <li>Assists the SEPS of SMN in the finalization of Division Plan for Brigada Eskwela 2020.</li> <li>Assists in the formulation of programs regarding Partnerships.</li> <li>Provides support to DRRM.</li> <li>Provides update on 4Ps, SBPM and Peace Education.</li> <li>Attends to other matters as per instruction of the Top Management and the Division Chief.</li> </ul>
Arvin P. Repaso	Project Development Officer II	Disaster Risk Reduction Management	<ul style="list-style-type: none"> <li>Assists in the Implementation of Interim Guidelines and Protocol on Safety, Health and Wellness of SDO Personnel for the Prevention of COVID-19.</li> </ul>

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			<ul style="list-style-type: none"> <li>Performs tasks as member of the Provincial IATF.</li> <li>Provides necessary Report/Technical Assistance on DRRM specifically on COVID 19.</li> <li>Attends to other matters as per instruction of the Top Management and the Division Chief.</li> </ul>
Gloria F. Magtibay	Administrative Assistant III	Clerical	<ul style="list-style-type: none"> <li>Assists the SGOD Chief in the processing of incoming and outgoing communications and documents assigned in the SGOD Office.</li> <li>Attends to other matters as per instruction of the Division Chief.</li> </ul>
Ramir O. Arbolente	Engineer III	Education Facilities	<ul style="list-style-type: none"> <li>Attends to matters concerning Education Facilities and Building Construction/Repairs.</li> <li>Provides necessary Report/Technical Assistance on EFS.</li> <li>Provides report on the damages to schools brought about by typhoon AMBO.</li> <li>Attends to other matters as per instruction of the Top Management and the Division Chief.</li> </ul>
Daniel Jr. I. Hutamares	Senior Technical Assistant I	Education Facilities	<ul style="list-style-type: none"> <li>Attends to matters concerning Education Facilities and Building Construction/Repairs.</li> <li>Provides necessary Report/Technical Assistance on EFS as per instruction of the EFS Head.</li> <li>Assists in the preparation of report on the damages to schools brought about by typhoon AMBO.</li> <li>Attends to other matters as per instruction of the Top Management and the Division Chief.</li> </ul>
Gian Carlo Pardilla	Senior Technical Assistant I	Education Facilities	<ul style="list-style-type: none"> <li>Attends to matters concerning Education Facilities and Building Construction/Repairs.</li> <li>Provides necessary Report/Technical Assistance on EFS as per instruction of the EFS Head.</li> <li>Assists in the preparation of report on the damages to schools brought about by typhoon AMBO.</li> <li>Attends to other matters as per instruction of the Top Management and the Division Chief.</li> </ul>
Danica May V. Jaranilla	Administrative Assistant III	Clerical - EFS	<ul style="list-style-type: none"> <li>Assists the Division Engineer in the processing of incoming and outgoing communications and documents.</li> <li>Provides necessary assistance to EFS team.</li> <li>Attends to other matters as per instruction of the Division Chief and the Division Engineer.</li> </ul>
Alma M. Quiambao	Administrative Assistant III	Clerical - PAR	<ul style="list-style-type: none"> <li>Assists the Planning Officer in the data management of the Division.</li> <li>Provides necessary assistance to PAR team.</li> <li>Attends to other matters as per instruction of the Division Chief and the Planning Officer.</li> </ul>
Lea M. Abejo	Administrative Assistant II	Clerical - PAR	<ul style="list-style-type: none"> <li>Assists the Planning Officer in the data management of the Division.</li> <li>Provides necessary assistance to PAR team.</li> <li>Attends to other matters as per instruction of the Division Chief and the Planning Officer.</li> </ul>

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Bernadeth Placino	A.	Administrative Assistant II	Clerical - PAR	<ul style="list-style-type: none"> <li>Assists the Planning Officer in the data management of the Division.</li> <li>Provides necessary assistance to PAR team.</li> <li>Attends to other matters as per instruction of the Division Chief and the Planning Officer.</li> </ul>
Edwin G. Signo, Jr.		Administrative Aide VI	Clerical - PAR	<ul style="list-style-type: none"> <li>Assists the Planning Officer in the data management of the Division.</li> <li>Provides necessary assistance to PAR team.</li> <li>Attends to other matters as per instruction of the Division Chief and the Planning Officer.</li> </ul>
Ma. Teresita M. Abella		Nurse II / OIC - SHS	School Health	<ul style="list-style-type: none"> <li>Assists in the Implementation of Interim Guidelines and Protocol on Safety, Health and Wellness of SDO Personnel for the Prevention of COVID-19.</li> <li>Performs tasks as member of the Provincial IATF.</li> <li>Provides necessary Report/Technical Assistance on DRRM specifically on COVID 19.</li> <li>Provide updates on the guidelines of OK sa DepEd and its 6 flagship programs.</li> <li>Attends to other matters as per instruction of the Top Management and the Division Chief.</li> </ul>
Jose Macario Ernie D. Patino		Dentist III / OIC- Dentist-In-Charge	School Health	<ul style="list-style-type: none"> <li>Assists in the Implementation of Interim Guidelines and Protocol on Safety, Health and Wellness of SDO Personnel for the Prevention of COVID-19.</li> <li>Provides necessary Report/Technical Assistance on DRRM specifically on COVID 19.</li> <li>Attends to other matters as per instruction of the Top Management and the Division Chief.</li> </ul>
Sherwin Penamora	S.	Dental Aide	School Health	<ul style="list-style-type: none"> <li>Assists in the Implementation of Interim Guidelines and Protocol on Safety, Health and Wellness of SDO Personnel for the Prevention of COVID-19.</li> <li>Assists the OIC of the SHS in matters concerning Health Services.</li> <li>Attends to other matters as per instruction of the Top Management and the Division Chief.</li> </ul>
Vincent Lawrence B. Habito		Administrative Aide VI	School Health	<ul style="list-style-type: none"> <li>Assists in the Implementation of Interim Guidelines and Protocol on Safety, Health and Wellness of SDO Personnel for the Prevention of COVID-19.</li> <li>Assists the OIC of the SHS in matters concerning Health Services.</li> <li>Attends to other matters as per instruction of the Top Management and the Division Chief.</li> </ul>
Hazel Ann S. Camo		Project Development Officer I	Youth Formation and Development	<ul style="list-style-type: none"> <li>Collates report on School Research Accomplishment Report and Research Management Plan.</li> <li>Assists the YFD in their programs specifically the Project TULAY.</li> <li>Attends to other matters as per instruction of the Top Management and the Division Chief.</li> </ul>
Leah A. Alcalá		Project Development Officer I	Youth Formation and Development	<ul style="list-style-type: none"> <li>Facilitate the compliance of schools on Division Memorandum No. 099, s. 2020- Re: Reiteration on the Compliance in the Submission of Election Monitoring and Related Reports</li> <li>Assists in the implementation of Project TULAY.</li> </ul>

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Glenda P. Verdan	Project Development Officer I	Youth Formation and Development	<ul style="list-style-type: none"> <li>• Attends to other matters as per instruction of the Top Management and the Division Chief.</li> <li>• Facilitate the compliance of schools on Division Memorandum No. 099, s. 2020- Re: Reiteration on the Compliance in the Submission of Election Monitoring and Related Reports</li> <li>• Assists in the implementation of Project TULAY.</li> <li>• Attends to other matters as per instruction of the Top Management and the Division Chief.</li> </ul>
Mark Angelo Tiusan	Project Development Officer I	Youth Formation and Development	<ul style="list-style-type: none"> <li>• Facilitate the compliance of schools on Division Memorandum No. 099, s. 2020- Re: Reiteration on the Compliance in the Submission of Election Monitoring and Related Reports</li> <li>• Assists in the implementation of Project TULAY.</li> <li>• Attends to other matters as per instruction of the Top Management and the Division Chief.</li> </ul>

Prepared by:

  
**ELIZABETH M. DE VILLA**  
SGOD- Chief

Noted by:

  
**CATHERINE P. TALAVERA, CESO V**  
Schools Division Superintendent

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## WORK FUNCTIONS AND DELIVERABLES OF SCHOOL HEALTH PERSONNEL ON ALTERNATIVE WORK ARRANGEMENT

NAME	POSITION	FUNCTION/SECTION	OUTPUT/DELIVERABLES
Ma. Teresita M. Abella	Nurse II / OIC	School Health	<ul style="list-style-type: none"> <li>Assists in the Implementation of Interim Guidelines and Protocol on Safety, Health and Wellness of SDO Personnel for the Prevention of COVID-19.</li> <li>Performs tasks as member of the Provincial IATF.</li> <li>Provides necessary Report/Technical Assistance on DRRM specifically on COVID 19.</li> <li>Provide updates on the guidelines of OK sa DepEd and its 6 flagship programs.</li> <li>Attends to other matters as per instruction of the Top Management and the Division Chief.</li> </ul>
Dr. Jose Macario Ernie V. Patino	Dentist In-Charge	School Health	<p>Assists in the Implementation of Interim Guidelines and Protocol on Safety, Health and Wellness of SDO Personnel for the Prevention of COVID-19.</p> <ul style="list-style-type: none"> <li>Performs tasks as member of the Provincial IATF.</li> <li>Provides necessary Report/Technical Assistance on DRRM specifically on COVID 19.</li> <li>Provide updates on the guidelines of OK sa DepEd and its 6 flagship programs.</li> <li>Attends to other matters as per instruction of the Top Management and the Division Chief.</li> </ul>
Vincent Lawrence B. Habito	AA VI	School Health	Assists in the Implementation of Interim Guidelines and Protocol on Safety, Health and Wellness of SDO Personnel for the Prevention of COVID-19.

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			<ul style="list-style-type: none"> <li>• Performs tasks as member of the Provincial IATF.</li> <li>• Provides necessary Report/Technical Assistance on DRRM specifically on COVID 19.</li> <li>• Provide updates on the guidelines of OK sa DepEd and its 6 flagship programs.</li> <li>• Attends to other matters as per instruction of the Top Management and the Division Chief</li> </ul> <p>&gt;Maintain the cleanliness of the School Clinic</p>
Sherwin S. Penamora	Dental Aide	School Health	<p>Assists in the Implementation of Interim Guidelines and Protocol on Safety, Health and Wellness of SDO Personnel for the Prevention of COVID-19.</p> <ul style="list-style-type: none"> <li>• Performs tasks as member of the Provincial IATF.</li> <li>• Provides necessary Report/Technical Assistance on DRRM specifically on COVID 19.</li> <li>• Provide updates on the guidelines of OK sa DepEd and its 6 flagship programs.</li> <li>• Attends to other matters as per instruction of the Top Management and the Division Chief</li> </ul> <p>&gt;Maintain the cleanliness of the School Health Section-Clinic</p>





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Trunkline # (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
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Registration Number:  
QAC/R63/0216

## Schools Governance and Operations Division School Health Section

Name	Designation	Schedule
Ma. Teresita M. Abella	OIC-SHS	Monday to Friday ( 8:00-5:00)
Vincent Lawrence Habito	ADA VI	Monday to Friday ( 8:00-5:00)
Sherwin Penamora	Dental Aide	Monday to Friday ( 8:00-5:00)
Dr. Jose Macario Ernie Patino	Dentist In-Charge	Monday(D.O.) /TWTh F ( Field )
Nurses On-Duty	Nurse II	M-F District Assignment/ D.O. Duty
Dentist On-Duty	Dentist II	District Assignment

Prepared by:

  
**ELIZABETH M. DE VILLA**  
SGOD- Chief

Approved By:

  
**CATHERINE P. TALAVERA, CESO V**  
Schools Division Superintendent

DEPEDQUEZON-TM-SDS-04-025-002

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## CID - IMS SKELETAL WORK FORCE SCHEDULE

### GROUP 1 (JUNE 22-25, 2020-SDO, JUNE, 26, 29,30, 2020-WFH)

NO.	NAME	DESIGNATION
1.	Lorena S. Walangsumbat, Ed.D.	Chief Education Supervisor
2.	Fernando T. Seño, DEM	Education Program Supervisor
3.	Celestina M. Alba, Ed.D.	Education Program Supervisor
4.	Juanito A. Merle, Ed.D.	Education Program Supervisor
5.	Marita A. Pionilla, Ed.D	Education Program Supervisor
6.	Maria Dylin S. Garcia	Education Program Supervisor
7.	Jee Ann O. Borines	Education Program Supervisor
8.	Dessa Marie B. Dalmacion	Administrative Aide VI
9.	Laarni Rose R. Gutierrez	Education Program Specialist
10.	Maricris M. Grobador	Education Program Specialist
11.	Ananias C. Aguinias	Education Program Specialist
12.	Adeline A. Buenafe	Education Program Specialist
13.	Buena D. Jaro	Education Program Specialist
14.	Sedinuella Y. Aguila	Administrative Assistant II
15.	Joe Angelo Basco	Project Development Officer II
16.	Clarissa G. Casaña	Private School Clerk

### GROUP 2 (JUNE 22-25, 2020-WFH, JUNE 26, 29, 30,2020-SDO)

NO.	NAME	DESIGNATION
1.	Lorena S. Walangsumbat, Ed.D.	Chief Education Supervisor
2.	Carmela Ezel A. Orogo	Education Program Supervisor
3.	Joseph E. Jarasa	Education Program Supervisor
4.	Joan Alejaida R. Mauhay	Education Program Supervisor
5.	Abner L. Pureza	Education Program Supervisor

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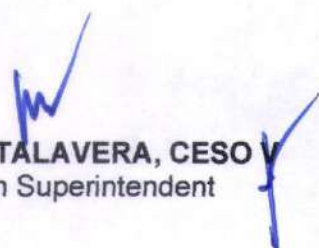
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6.	Asuncion C. Ilao	Education Program Supervisor
7.	Walter F. Galarosa, Ph.D.	Education Program Supervisor
8.	Carolina T. Zaracena	Public Schools District Supervisor
9.	Raymond Q. Nieva	Administrative Aide VI
10.	Frank Frederick R. Laurora	Education Program Specialist
11.	German E. Deza	Education Program Specialist
12.	Maria Cheryl D. Manongsong	Education Program Specialist
13.	Arlene P. Coronado	Education Program Specialist
14.	Mercedita C. Lanot	Administrative Aide II
15.	Ronjemmele A. Rivera	Division Librarian II
16.	Aldren B. Libranda	Administrative Aide VI

Prepared by:

  
**LORENA S. WALANSUMBAT, Ed.D.**  
Chief Education Supervisor

Approved by:

  
**CATHERINE P. TALAVERA, CESO V**  
Schools Division Superintendent

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## Work Functions and Deliverables - CID

NAME	Position	Function	Output/Deliverables
Lorena S. Walangsumbat	Chief Education Supervisor	Management and Supervision of CID	CID Learning Continuity Plan implementation/ Conduct Planning Meeting with the PSDS on the four learning modalities/ Report on the list of evaluated/ edited modules/ actions to be taken in the received documents in the CID
Fernando T. Seño	Education Program Supervisor	Supervisory	Evaluated and Edited ADM Modules in EsP
Celestina M. Alba	Education Program Supervisor	Supervisory	Evaluated and Edited ADM Modules in Math
Juanito A. Merle	Education Program Supervisor	Supervisory	Evaluated and Edited ADM Modules in English Elem and Senior HS/ Online Training of Reading Program
Marita A. Pionilla	Education Program Supervisor	Supervisory	Evaluated and Edited ADM Modules in MAPEH
Maria Dylin S. Garcia	Education Program Supervisor	Supervisory	Evaluated and Edited ADM Modules in Kindergarten/ Online Training of Division Reading Program
Jee Ann O. Borines	Education Program Supervisor	Supervisory	Quality assured ADM Modules ( technical aspects)/ List of Available Learning Resource Materials
Carmela Ezel A. Orogo	Education Program Supervisor	Supervisory	Evaluated and Edited ADM Modules in Science
Joseph E. Jarasa	Education Program Supervisor	Supervisory	Evaluated and Edited ADM Modules in Filipino/ Online Training of Division Reading Program
Joan Alejaida R. Mauhay	Education Program Supervisor	Supervisory	Evaluated and Edited ADM Modules in SPED/ Processed Private Schools documents
Abner L. Pureza	Education Program Supervisor	Supervisory	Evaluated and Edited ADM Modules in English Secondary/ Online Training of Division Reading Program
Asuncion C. Ilaog	Education Program Supervisor	Supervisory	List of Available ADM Modules/ M&E Reports of ALS
Walter F. Galarosa	Education Program Supervisor	Supervisory	Evaluated and Edited ADM Modules in AP
Carolina T. Zaracena	Public Schools District Supervisor	Supervisory	Evaluated and Edited ADM Modules in EPP
Rejulios M. Villenes	Public Schools District Supervisor	Supervisory	Evaluated and Edited ADM Modules in SHS and TLE
Raymond Q. Nieva	Administrative Aide VI	Secretariat	Incoming and Outgoing Communications/ CID Support
Dessa Marie B. Dalmacion	Administrative Aide VI	Secretariat	Incoming/ Outgoing Communications/ CID Support
Laarni Rose R. Gutierrez	Education Program Specialist	Support and Monitor ALS Program	Mock Assessment Tool for ALS learners/ List of modules aligned with the MELC/ adjusted Action Plans

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Maricris M. Grobador	Education Program Specialist	Support and Monitor ALS Program	Mock Assessment Tool for ALS learners/ List of modules aligned with the MELC/ adjusted Action Plans
Ananias C. Aguinias	Education Program Specialist	Support and Monitor ALS Program	Mock Assessment Tool for ALS learners/ List of modules aligned with the MELC/ adjusted Action Plans
Adeline A. Buenafe	Education Program Specialist	Support and Monitor and ALS Program	Mock Assessment Tool for ALS learners/ List of modules aligned with the MELC/ adjusted Action Plans
Buena D. Jaro	Education Program Specialist	Support and Monitor and ALS Program	Mock Assessment Tool for ALS learners/ List of modules aligned with the MELC/ adjusted Action Plans
Frank Frederick R. Laurora	Education Program Specialist	Support and Monitor and ALS Program	Mock Assessment Tool for ALS learners/ List of modules aligned with the MELC/ adjusted Action Plans
German E. Deza	Education Program Specialist	Support and Monitor and ALS Program/ALIVE	Mock Assessment Tool for ALS learners/ List of modules aligned with the MELC/ adjusted Action Plans
Maria Cherryl D. Manongsong	Education Program Specialist	Support and Monitor and ALS Program	Mock Assessment Tool for ALS learners/ List of modules aligned with the MELC/ adjusted Action Plans
Arlene P. Coronado	Education Program Specialist	Support and Monitor and ALS Program	Mock Assessment Tool for ALS learners/ List of modules aligned with the MELC/ adjusted Action Plans
Joe Angelo Basco	Project Development Officer II	LRMDS support	Developed designs for the ADM Modules and other learning resources
Ronjemmele A. Rivera	Division Librarian II	Administration of library	Inventory/List of Materials for different Grade levels
Aldren B. Libranda	Administrative Aide VI	Library Hub Support	Accessioned books in the library
Sedinuella Y. Aguila	Administrative Assistant II	LRMDS support	Incoming/ Outgoing Communications
Mercedita C. Lanot	Administrative Aide II	Library Support	Accessioned books in the library
Clarissa G. Casaña	Private School Clerk	Secretariat	Incoming / Outgoing Communications of Private Schools

Prepared by:

**LORENA S. WALANSUMBAT, Ed.D.**  
Chief Education Supervisor

Noted By:

**CATHERINE P. TALAVERA, CESO V**  
Schools Division Superintendent

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