Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CEBU PROVINCE

Office of the Schools
Division Superintendent

July 26, 2020

DIVISION MEMORANDUM
No. 178, s. 2020

ALTERNATIVE WORK ARRANGEMENT, SAFETY PROTOCOLS REMINDERS AND CLEANUP DRIVE IN SCHOOLS

To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Division Supervisors/Coordinator/Specialists
Public Schools District Supervisors/OICs/Caretakers
Elementary and Secondary School Heads
Non-Teaching Personnel

1. This Office hereby informs all Division Personnel of the Alternative Work Arrangement for July 27- 30, 2020 in the Main Office (Cebu City) and the 6 Sub-Offices. Refer to ***Enclosure A: Alternative Work Arrangement of Division Office Personnel for July 27 to 30, 2020.***

2. The Alternative Work Arrangement (AWA) of all non-teaching personnel, Public Schools District Supervisor/OICs/Caretakers, School Heads, and Master Teachers/teachers shall still adhere to DepEd Order No. 11, s. 2020, ensuring that the safety of all the teaching and non-teaching personnel shall be the top priority, among others.

3. All teaching and teaching personnel who have been in direct contact to individuals who were identified with COVID positive or with fever, cough or colds for the past weeks/days, you are advised to report immediately to the Barangay Health Center/Municipal Health Unit for proper assessment and possible medication. They likewise are instructed to stay at home for home quarantine/avail of the Work from Home (WFH) scheme.

4. PSDSs and School Heads (SHs) shall closely coordinate with the MHUs re the disinfection of the workplace. NO ONE, in any case, shall report to the workplaces without the clearance from the MHUs.

5. In the advent of the opening of classes for School Year 2020-2021 on August 24, 2020, all personnel in the districts and schools shall cleanup and prepare their respective district/school offices, grounds, and classrooms starting this week in consonance with the provisions in DepEd Memorandum No. 53, s. 2020, *"Joint Implementing Guidelines on the 2020 Brigada Eskwela and Oplan Balik Eskwela*

Relative to the Covid-9 Situation". Should the schools or part of the schools are used as quarantine facilities, the concerned school heads shall coordinate with the LGUs for the corresponding cleanup drive. Public Schools District Supervisors shall include in the monitoring checklist compliance of this directive ensuring that all schools under them are ready for the opening of classes.

6. Immediate and dissemination of and compliance with this Memorandum is desired.

MARILYN S. ANDALES, EdD, CESO V
Schools Division Superintendent

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Enclosure A to Division Memorandum No. 178 s. 2020

List of Division Personnel

Alternative Work Arrangement of Division Personnel for July 27- July 31, 2020

	SDS Office		**ASDS Office**		**CID**	
Main Office	Martinez, Elisa	Thursday & Friday	**Dr. Ester A. Futalan**	WFH	Corpuz, Zenifer	WTh
	Laspinas, Cheryl	Tuesday & Wednesday	Lasay, Maria Josefa	MWTh	Lumapas, Naty	TW
	Alvarado, Suzette	Daily	Lampaso, Rhea Jane	MTTh	Montolo, Juvimar-Santa Fe	MTW
			Pia, Mary Universe	Maternity Leave	Paras, Maria Elena	MW
			Dr. Cartesa Perico	Report to Sub Office		
			Tibor, Mary Candice	MTWTh		
			Gipgano, Shiony	WFH (Nursing Mother)		
			Paulo, Mechell	WFH (Pregnant)		
			Dr. Leah B. Apao	Mon & Wed (WFH) Tues(Balamban & Pinamungajan) Thurs(Dalaguete & San Fernando)		
			Christine Minao	WFH		
			Aiko Antonyeth Paton-og	TWTh (Compostela ES)		
			Rose A. Arcillas	MTWTh		
	SGOD					
Main Office	Bacolod, Paz	Wed and Thurs				
	Blanco, Norman	Mon and Tue				
	Roldan, Ester	Wed and Thurs				
	Hipe, Mary Danielle	Wed and Thurs				
	Aban, John Christopher	Wed and Thurs				
	Catampatan, Michelle	WFH (Pregnant)				
	Loquellano, Aniel	Wed and Thurs				
	ASDS		**CID**		**SGOD**	
Liloan	Dr. Cartesa Perico	Mon&Wed	Flores, Mary Ann	WThF	Channey Gulfan	Mon-Tue
			Oliverio, Rosemary	MTW	Margaritta Nierra	Mon-Tue-Wed
			Perico. Orley	WThF	Rommel Opo	Wed-Thurs
			Wagas, Isaiash	MTW	Decebelle Jabonero	Mon-Tue-Wed
			Jumao-as, Raul	WThF		
Medellin	Jel Edisan	Tue& Thur	Cabahug, Araceli	WFH (Senior Citizen)	Gerry Mantos	Mon-Tue-Wed
			Jumao-as, Juliven	MTW	Lyn Bertuflo	Tue-Wed-Thurs
			Monterola, Marle	WFH (Senior Citizen)	Carlo Sabrido	Mon-Thurs
Balamban	Dr. Ester Futalan	WFH	Gurrea, Jane	MWF	Vincee Ybanez	Mon-Tue-Wed
			Jaralve, Nenita	MTW	Marie Concha Diaz	Tue-Wed-Thurs
			Salinas, Clavel	WThF		
			Napoles, Jose Garry	TThF		
San Fernando	Dr. Leah B. Apao	Thursday	Alicaway, Florenda	WThF	Agustina Albiso	Mon-Tue
			Redoble, Chona	MTW	Mark Alquizola	Tue-Wed-Thurs
			Rodemio, Pamela	WThF	Danny Borces	
Dalaguete	Dr. Leah B. Apao	Thursday	Amancio, Domingo	MTW	Maria Soccoro Relacion	Mon-Tue
			Daño, Maria Daphne	WFH/Home Quarantine	Mary Ann Celino	Tue-Wed-thurs
Badian	Dr. Ester Futalan	WFH	Buna, Evangelina	MTW	Roderic Goles	Mon-Tue
			Escuadro, Cleo	WThF	Claire Theresse	Tue-Wed-Thurs
					Japhet Angel Tabiolo	Tue-Wed
					Louie Monteroso	Tue-Wed-Thurs
	ICT		**Administrative Office**		**Disbursing Office**	
Main	Mendoza, Emmanuel	MTWTh	Denampo, Jeremy	MWF	Ma. Teresa A. Peralta	Mon-Fri
	Catubay, Pablito	TTh	Lavares, Vivina	MWF	Judith E. Raganas	(Work From Home)
	Elnar, Francis John Mari	MW			Francis Mikhail V. Cabigon	Mon Wed
					Ronna Fe C. Almazan	Mon Wed Thur Fri
					Nolan Dale N. Enriquez	Wed-Thurs
					Sayra Mae S. Java	Mon Tue Thur Fri
Liloan	District ICT Coordinator	Isidro Icot, Jr. (TTh)	Perales, Ace	MWF	Jezreel Hope Sollano	Mon-Fri
Medellin	District ICT Coordinator	Fernando R. Montesclaros, Jr. (MTW)	Ortega, Karen	MWF	Alfie Dela Cruz	Mon-Fri
					Ma. Luisa Urot	Mon-Fri
Balamban	District ICT Coordinator	Fritz Mahilum (MTW), Rohan Melgar (WThF	Generale, Cielo Marie		Cielo Marie Generale	Mon Tue Wed
San Fernando	District ICT Coordinator	Marlon Canonera (MWF), Joann Quisagan (TTh)	De Asis, Yvonne	TWF	Juanita P. Paca	Mon-Fri
Dalaguete	District ICT Coordinator	Pearl B. Pacatang (MWF)	Salinas, Maureen	MWF	Baby Lyn M. Bejona	Mon-Fri
Badian	District ICT Coordinator	Luzviminda Absin (MWF)	Gumera, Pompeyo	MWF	Yvonne Grace Delicano	Mon-Fri
	HR Section		**Supply**		**Records Section**	
Main	Rhea Mae Jumao-as	TTh	Gonzaga, Patricio	WFH	Aguilar, Maria Lourdes	Work From Home
	Cecilia Labustro	MTW	Paqueo, Marilou	TTh	Atillo, Marconi	now in Barili
	Monina Sarah M. Pomarejos	MT	Aguilar, Miraflor	MW	Canete, Elino	MTh

	Quimada, Mary Jem	WTh				
	Lycel Hitalia	WFH (stranded outside Cebu)	Amaro, Wilfredo	TTh	Flores, Cipriano	Work From Home
	Joveline Jaron	WFH (Brgy on lockdown)	Lerio, Diosdado Jr.	WTh	Latorre, Dave	WTh
	Shirally Joie Wenceslao	MTW (San Francisco District Office)			Olis, Lindy	TW
					Parcon, Darryl	TW
					Salvaleon, Anthea	MT
					Semblante, Floren	MWTh
					Tanggol, Rommel	MTTh
Liloan			Marco Jose Loyola	MTW	Cotanda, Meriam	WTh
	Abriol, Imee Rose	MTTh				
	Pisao, Lenore	MTW				
	Laude, Rhilyn	M (JuanPamplona NHS) ; WTh (Sub-Office)				
Medellin	Barro, Geralen	MTh	Blance Mijares	MWF	Monsalud, Elton	MTW
	Condino, Czarnie Grace	TTh				
	Java, Jane	MTW				
	Ylanan, Ivony	WFH (Home Quarantine)				
	Nuneza, Rodel	TTh				
	Macahig, Marilie	MWTh				
Balamban	Oliveros, Michelle	MWTh	Gilma T. Gadia	TWTh	Ravanes, Lorna	MTW
	Palicte, Joren Jezelyn	M (Buanoy NHS-Day) ; TTh (Sub-Office)				
San Fernando	Guanzon, Mary Jane	MTW	Gerry R. Fabillar	MTW	Sigue, Maricel	TWTh
	Regis, Ariane Rose	TWTh				
	Sanchez, Brenda	MW (San Fernando NHS) ; Th (Sub-Office)				
Dalaguete	Eldenita NAzareno	MWTh	Edgardo Tagarao	MWF	Quilaton, Juvis Mae	MW
	Estrella Jimenez	M (Cawayan NHS); WTh (Sub-Office)				
	Haidee Perez	MT (Sub-Office); W (Caliongan NHS)				
	Dianon, Bernadette	T (Sub-Office); MTh (Dalaguete NHS)				
	Ysao, Dyan Valerie	MTh (Sub-Office); T (Pasol-Pugalo IS)	Camilo David Q. Caballero	WThF	Dumaran, Alfie	MTW
Badian	Cherlyn Grengia	MTh (Sub-Office); W (Juancho Placida NHS)				
	Ferolino, Ma. Carolyn	TW (Sub-Office); M (Badian NHS)				
	Accounting and Budget Office		**Accounting and Budget Office**		**Accounting and Budget Office**	
Main	Alcontin, Lovely Joy	WFH (Pregnant)	Gomez, Judith B.	MT (Liloan)	Ortilano, Chiqui L.	WFH (lockdown)
	Alvarado, Marie Ditha	MTWTHF	Ignario , Mitchel P.	MT(San Fernando)	Patalinghug, Kim	TW
	Brigoli, Elvisa	WFH (lockdown)	Manlunas, Jenelyn	MT (Badian)	Ramos, Desiree C.	MT (San Fernando)
	Camposo, Reina Cres N.	WTh	Mansanadez, Arlene T.	MT	Saclao, Jessa Jane M.	WTh
	Cañada, Elenita	WFH(Quarantine)	Mayol, Elvie	MT (Liloan)	Sy, Brandon	MT
	Corilla, Daryl M.	WTh (Liloan)	Moneva, Genlou	MT (Liloan)	Tan, Chona Lee Z.	WTh(San Fernando)
	Diolan, Archiel	WTh (Liloan)	Oquina, Mary Grace M.	MTWTHF	Truya, Maxima	WFH
	Dolaota , Jeanevie A.	WTh (San Fernando)	Ortega , Ma. Roquita	MTWTHF	Villamante, Riann C.	WTh (Liloan)
	Garzon, Sharon Rose B.	WTh(San Fernando)				
	Accounting and Budget Office		**Remittance Section**		**Legal**	
Liloan	Genlou Moneva	MT	**Main Office**		**Main Office**	
	Corilla, Daryl M.	WTh (Liloan)	Perales, Lovella	MON-TUE	Dela Cerna, Orville	Tuesday and Wednesday
Medellin	Doris Mejares	MW	Lucañas, Ronald	THURS-FRI	Calagos, Fe	WFH
	Gary Montecillo	TTh	Mendoza, Mitchelle	TUE-WED	Cardente, Daisy Barbara (JO)	Badian Sub-office (Mon to Wed)
Balamban	April Pilapil	WTh	Loquias, Michael	MON-FRI		
	Renno Pasay	MT	Burgos, Aikolyn			
San Fernando	Goldie Malazarte	TTh	Opriasa, Mercedita	MON-TUE and FRI (Liloan)		
	Hyriel Sarita	WF	Gesim, Jake	WED-THURS		
Dalaguete	Bernadette Reoma	MW				
	Maureen Salinas	TTh				
Badian	Al Ryan Abenido	WTH				
	Jenelyn Manlunas	MT				

South Nurses Work Schedule (inclose days with close open parenthesis, separate sched by placing semi-colon)				**North Nurses Work Schedule (inclose days with close open parenthesis, separate sched by placing semi-colon)**		
Name of Health Personnel	**Division Sub-Office / DO Nurse-on-duty**	**On-site School Visit**		**Name of Health Personnel**	**Division Sub-Office / DO Nurse-on-duty**	**On-site School Visit**
Abatayo, Van Brandon A.	DO (TWTh)			Abellanosa, Joeppril Mar Anthony		Sogod CES (MTW)
Agramon, Benita Edelia	San Fernando CES (M)	Lipata CES (TH)		Amal, Catherine		Carmen CES (M) Carmen CES (W)
Aleo, Marrie Gerrarose E.	Badian CES (MW)			Aroma, Joseph Ian M.		Daan Bantayan D2 (MT) Catmon I.S (W)
Alpuerto, Liv F.	WFH			Atanoza, Florabel	Liloan Sub Office (MW)	
Alveola, Miraliza	DO (TW)			Bullo, Bringel T.	Balamban Sub Office (TTh)	Buanoy CS (W)

Banosong, Francis Vincent	Dalaguete I (TWTh)			Cabañero, Maria Theresa	Liloan Sub Office (MTTh)	
Buenconsejo, Charity Perpetual	Dalaguete (MTh)			Cananga, Mary Claudette	Medellin Sub Office (TTh)	
Cole, Evelia E.	Badian CES (TW)			Castro, Lindy Rouz		Tolotolo ES (MTTh)
Enad Luz C.	WFH			Chavez, Manuelo		Daan Paz ES (M) Libertas ES (T) Altavista ES (W)
Espina, Jovelyn	Balamban CES (T)	Giloctog ES (T); Kandugay ES (Th)		Dela Torre, Namue	Liloan Sub Office (MW)	
Garciano, Gerald	WFH			Delima, Lujane	DO (MTTh)	
Geromo, John Michael R.		Santander CES (M)		Diez, Ivy B.		Cordova CS (WTh)
Goya, Marissa A.	DO (MTh)			Dolalas, Allan	WFH	WFH
Magno, Jenith Joyce G.	Dalaguete (MT)	Boljoon (W)		Ermac, Ma. Ludee	DO(MTW)	
Malagar, Abigail Apple G.	San Fernando CES (Th)	Sangat CES (M)		Estano, Carl Jeffrey	Liloan Sub Office (TW) Balamban Sub Office (Th)	
Mangana, Evena	San Fernando CES (T)	Minglanilla CES (W)		Gamali, Rochelle	Medellin Sub Office (MW)	
Ocampo, Virginia		Montaneza CES (M); Malabuyoc CES (TW)		Gamutin, Reymond	Liloan Sub Office (MTWTh)	
Orendain, Edmer	San Fernando (W)	Minglanilla CES (M)		Ediong , Nia Ferlin		Consolacion CES (MTW)
Perales, Josefina Minerva	DO (TW)			Juezan, Denise	DO(MTh)	
Slezak, Mary Grace O.	DO (Th)			Loquellano, Salina A.		Consolacion CES (TW)
Tabalin, Florence	DO (T)			Mari, Joy D.	WFH	WFH
Tamayo, Mary Ann		Barili CES (W)		Martinez, Almae Therese	DO(MTW)	
Tañedo,Mary Hazel B.	DO (WTh)			Muela, Deive Vonnie		Catmon I.S (MTW)
Templado, Christian Duke	Badian (T)	PINAMUNGAAJAN CES (W)		Ornopia, Donna		Asturias CS (M) Ilihan IS (W) Tuburan CS (Th)
Tudtud, Jann Marcon A.	DO (WTh)			Ornopia, Lowell		Colonia CS (M) Ilihan IS (W) Colonia CS Th)
Yanson, Jaide R.	DO (MWTh)			Otida, Ruzel M.		Daan Montealegre ES (M) San Francisco CS (T) Cabonga-an ES (W)
Dr. Tantuico, Virgilio C.	WFH	WFH		Payot, Reynaldo		Daan Montealegre ES (M) Mc Arthur ES (T) Calmante ES (W)
				Pesiao, Flomael Jane		Tominjao ES (M) Tuburan CES (T) Looc Norte NHS (Th)
				Pontillas, Ma. Celeste .		Sogod CES (MTW)
				Rallos, Gellie An	Balamban Sub Office (MTW)	
				Reyes, Clare T.		Consolacion CES (MTWTh)
				Rosell, Dharlene	WFH	WFH
				Santillan, Maria Me		Bunakan IS (M) Kaonghod ES (T) Madridejos CES (W)
				Santos, Ma. Salome		Cordova CS (WTh)
				Surbano, Micah Wilmida		Asturias CS (M) Sta. Lucia CS (T) Locc Norte NHS (W)
				Dr. Bernales, Asterterie	WFH	WFH

Dental Work Schedule				Dental Work Schedule		
Name of Health Personnel	**Division Sub-Office / Division Office On Duty**	**On - Site School Visit**		**Name of Health Personnel**	**Division Sub-Office / Division Office On Duty**	**On - Site School Visit**
Dr. Marlene B. Bacus	San Fernando(W)	Lipata CES (M), Minglanilla CES (T)		Fe N. Cartagena		Esperanza ES (MT), Camotes NHS (W)
Joselito R. Minoza	San Fernando(W)	Liipata CES (M), Minglanilla CES (T)		Dr. Jocelyn A. Lucmayon	Balamban (Th)	Tominjao ES (M), Tuburan CES (W)
Dr. John Michael V. Despi		San Agustin ES (WThF)		Roldan A. Canillo	Balamban (Th)	Mangoto ES (M), Linut-od ES (T)
Paterno C. Malinao	DO (TTh)			Dr. Primrose Mansueto	DO (WThF)	
Dr. Maribeth B. Fernandez		WFH		Guy Jason T. Abella	DO (TWTh)	
Renante Alsado		Kabak ES (MT), Kampingganon ES(W)		Dr. Therese Zita C. Odi	DO (TThF)	
Dr. Glynna Christina A. Fuentes		Taloot IS (MTW)		Carlo Nino A. Lumapas	DO (TW)	
Noel Nemesio A. Navarrete	Dalaguete (MTTh)			Dr. Gretel J. Pascual		Cordova CES (WThF)
Dr. Sheis M. Gador	San Fernando(T)	Minglanilla CES (MW)		Alvin F. Pono	DO (MTW)	
James E. Ceballos	DO (TTh)			Dr. Annielyn Soria		Montañeza NHS (M), Malabuyoc CES (TW)
Dr. Maria Elsie B. Gerra		WFH		Dr. Aracilie V. Torres	Badian (M)	Moalboal CES (T), Ronda CES (W)
Carlito Peralta	Liloan (MTW)			Ano Escoba	DO (MTW)	
Dr. Karen T. Gorgonio		Esperanza ES (MT), Camotes NHS (W)				