



Republic of the Philippines
Department of Education

CARAGA REGION
SCHOOLS DIVISION OFFICE OF SURIGAO CITY



March 31, 2020

DIVISION MEMORANDUM
No. 98, s. 2020

**STATE OF PUBLIC HEALTH SAFETY (SoPHS) DUE TO COVID-19 PANDEMIC:
AMENDED INTERIM GUIDELINES FOR ALTERNATIVE WORK ARRANGEMENTS AND
SUPPORT MECHANISMS FOR ALL HUMAN RESOURCE OF OUR
SCHOOLS DIVISION OFFICE (SDO)**

**TO : Assistant Schools Division Superintendent
Chief, Schools Governance and Operations Division (SGOD)
Chief, Curriculum Implementation Division (CID)
This Division**

- 1 Pursuant to **DepEd Memorandum No. 043, s. 2020** entitled *Guidelines for the Alternative Work Arrangements in the Department of Education in Light of the COVID-19 Stringent Social Distancing Measures* and **Provincial Executive Order No. 20-011, s. 2020**, the *Division Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for All Human Resource of our Schools Division Office (SDO)* is hereby given additional provisions, that this office must adhere to.
- 2 See attached **Annex A** for the *Prescribed Interim Work Arrangement (PIWA)* for SDO manpower adopting flexible on-site/off-site modality for the continuity of services focusing the **Mission/Non-Mission Essential Functions**. The human resource stationed or detailed in the **SDO** are to observe periodic rescheduling / rearrangement in adherence to equitable opportunity principle, the provisions of EO 20-011, s. 2020, and the prescribed Stringent Social Distancing Measures and Management of Coronavirus Disease 2019 (COVID-19). Personnel in off-site modality shall make themselves available when called in the exigency of service.
- 3 For human resource stationed or detailed in the **District Office (DO)** who are qualified to render on-site work modality as per Provincial EO No. 20-011, s. 2020, with working hours from eight o'clock in the morning (8:00 a.m.) to five o'clock in the afternoon (5:00 p.m.), the Public Schools District Supervisors (PSDS) shall submit to the SDO thru the Personnel Unit the PIWA of the Administrative Assistants (AdAs), School Heads (SH) including himself / herself using the same pro forma as herein attached **Annex A**.

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- 4 Those personnel who are on a **Telecommuting / Off-site / Work-From-Home** arrangements shall submit at the end of each week an **Individual Workweek Accomplishment Report (IWAR)** (see enclosure No. 2 to DepEd Memorandum No. 043, 2020).
- 5 A **Travel Pass (TP)** shall be provided by the **Personnel Unit (PU)** in compliance with the City Local Government Unit's (LGU) documentary requirement to validate the PIWA. The **TP** shall be certified by the Immediate Head of the Officer / Section and to be approved by the Schools Division Superintendent (SDS) or the Officer-in-Charge (OIC).
- 6 All other provisions of DM No. 92. S. 2020 are still enforceable.
- 7 Immediate dissemination of and strict compliance of this Memorandum is directed.

enclosure
for **KAREN L. GALANIDA, PhD, CESO VI**
Schools Division Superintendent

Enclosure/s: 0 (none)

Reference/s : DepEd Memorandum No. 043, s. 2020, Provincial Executive Order No. 20-011, s. 2020, Division Memorandum No. 92, s. 2020

To be indicated in the Perpetual Index
under the following subjects:

**HUMAN RESOURCE MANAGEMENT
STATE OF PUBLIC HEALTH EMERGENCY
ALTERNATIVE WORK ARRANGEMENTS**

**EMPLOYEES' WELFARE
COVID-19
SUPPORT MECHANISMS**

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ANNEX A

Prescribed Interim Work Arrangement

A. For human resource stationed or detailed in the SDO main building with working hours from eight o'clock in the morning (8:00 a.m.) to five o'clock in the afternoon (5:00 p.m.).

OFFICE / SECTION / UNIT	MONDAY 6 April	TUESDAY 7 April	WEDNESDAY 8 April	THURSDAY 9 April	FRIDAY 10 April	MONDAY 13 April	TUESDAY 14 April	WEDNESDAY 15 April	THURSDAY 16 April	FRIDAY 17 April
Schools Division Superintendent	DEGRANO, KWENIKA JANE LETIMI	DEGRANO, KWENIKA JANE LETIMI BORDAS, ARNAIZ CHEN CANTA	DEGRANO, KWENIKA JANE LETIMI BORDAS, ARNAIZ CHEN CANTA	Mauandy Thursday Araw ng Kagitingan (Holiday)	Holy Friday (Holiday)	GALANIDA, KAREN LASALA MORIAL, LILIBETH BULLO	MORIAL, LILIBETH BULLO	MORIAL, LILIBETH BULLO	MORIAL, LILIBETH BULLO BORDAS, ARNAIZ CHEN CANTA	MORIAL, LILIBETH BULLO BORDAS, ARNAIZ CHEN CANTA
	MONDAY 20 April GALANIDA, KAREN LASALA DEGRANO, KWENIKA JANE LETIMI	TUESDAY 21 April DEGRANO, KWENIKA JANE LETIMI	WEDNESDAY 22 April DEGRANO, KWENIKA JANE LETIMI	THURSDAY 23 April DEGRANO, KWENIKA JANE LETIMI BORDAS, ARNAIZ CHEN CANTA	FRIDAY 24 April DEGRANO, KWENIKA JANE LETIMI BORDAS, ARNAIZ CHEN CANTA	MONDAY 27 April GALANIDA, KAREN LASALA MORIAL, LILIBETH BULLO	TUESDAY 28 April MORIAL, LILIBETH BULLO	WEDNESDAY 29 April MORIAL, LILIBETH BULLO BORDAS, ARNAIZ CHEN CANTA	THURSDAY 30 April MORIAL, LILIBETH BULLO BORDAS, ARNAIZ CHEN CANTA	FRIDAY 1 May Labor Day (Holiday)

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OFFICE / SECTION / UNIT	MONDAY 6 April	TUESDAY 7 April	WEDNESDAY 8 April	THURSDAY 9 April	FRIDAY 10 April	MONDAY 13 April	TUESDAY 14 April	WEDNESDAY 15 April	THURSDAY 16 April	FRIDAY 17 April
Assistant Schools Division Superintendent	PLAZA, IVORY EDERA	PLAZA, IVORY EDERA	PLAZA, IVORY EDERA	Maundy Thursday Araw ng Kagitingan (Holiday)	Holy Friday (Holiday)	BETTITA, ROBERT SHERWIN SITTOY	ALMADEN, FLORENCE ESPANTO BETTITA, ROBERT SHERWIN SITTOY	BETTITA, ROBERT SHERWIN SITTOY	BETTITA, ROBERT SHERWIN SITTOY	BETTITA, ROBERT SHERWIN SITTOY
	MONDAY 20 April PLAZA, IVORY EDERA	TUESDAY 21 April ALMADEN, FLORENCE ESPANTO PLAZA, IVORY EDERA	WEDNESDAY 22 April PLAZA, IVORY EDERA	THURSDAY 23 April PLAZA, IVORY EDERA	FRIDAY 24 April PLAZA, IVORY EDERA	MONDAY 27 April BETTITA, ROBERT SHERWIN SITTOY	TUESDAY 28 April ALMADEN, FLORENCE ESPANTO BETTITA, ROBERT SHERWIN SITTOY	WEDNESDAY 29 April BETTITA, ROBERT SHERWIN SITTOY	THURSDAY 30 April BETTITA, ROBERT SHERWIN SITTOY	FRIDAY 1 May Labor Day (Holiday)

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Administrative Services Exempted:	TORAJA, OLIVER BERSABAL	TORAJA, OLIVER	TORAJA, OLIVER	<i>Maundy Thursday</i> Araw ng Kagitingan	<i>Holy Friday</i> (Holiday)	TORAJA, OLIVER BERSABAL	TORAJA, OLIVER BERSABAL	TORAJA, OLIVER BERSABAL	DUBLUIS, CHERRY DEMANAWA	DUBLUIS, CHERRY DEMANAWA
With pre-existing medical condition	TORAJA, OLIVER BERSABAL	TORAJA, OLIVER BERSABAL	TORAJA, OLIVER BERSABAL	DUBLUIS, CHERRY DEMANAWA	DUBLUIS, CHERRY DEMANAWA	TORAJA, OLIVER BERSABAL	TORAJA, OLIVER BERSABAL	TORAJA, OLIVER BERSABAL	DUBLUIS, CHERRY DEMANAWA	Labor Day (Holiday)
SINDAY, GEMMA PEDISANI										

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Administrative Services - Cash	GUYANO, LERIC ALIPAO	GUYANO, LERIC ALIPAO	BABATUGON, ROBERT GIPAL	Maundy Thursday Araw ng Kagitingan (Holiday)	Holy Friday (Holiday)	BABATUGON, ROBERT GIPAL	RAVELO, MARIDETH VELEZ	RAVELO, MARIDETH VELEZ	VILLAPANDO, JOSEPHINE GONZALES	VILLAPANDO, JOSEPHINE GONZALES
	MONDAY 20 April GUYANO, LERIC ALIPAO	TUESDAY 21 April GUYANO, LERIC ALIPAO	WEDNESDAY 22 April BABATUGON, ROBERT GIPAL	THURSDAY 23 April BABATUGON, ROBERT GIPAL	FRIDAY 24 April RAVELO, MARIDETH VELEZ	MONDAY 27 April RAVELO, MARIDETH VELEZ	TUESDAY 28 April VILLAPANDO, JOSEPHINE GONZALES	WEDNESDAY 29 April VILLAPANDO, JOSEPHINE GONZALES	THURSDAY 30 April GUYANO, LERIC ALIPAO	FRIDAY 1 May Labor Day (Holiday)

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Administrative Services Personnel	CONIATE, FARRAH CASANOVA BILLEDO, TRISHA JADE ALPOS TELLOR, JODILEN CAIES	CRISOLOGO, EVELYN PLANDANO LOZANO, LUZNAIDA VALLESPIN TELLOR, JODILEN CAIES	RAGANAS, MARY ROSE RANARIO SOLIMANAN, LUCITA RAVELO	Maundy Thursday Aray ng Kagitingan (Holiday Maundy Thursday (Holiday))	Holy Friday (Holiday)	CONIATE, FARRAH CASANOVA BILLEDO, TRISHA JADE ALPOS TELLOR, JODILEN CAIES	CRISOLOGO, EVELYN PLANDANO TELLOR, JODILEN CAIES	RAGANAS, MARY ROSE RANARIO	SOLIMANAN, LUCITA RAVELO	LOZANO, LUZNAIDA VALLESPIN
Exempted:										
Job Order										
HAYO, JOLINA MERGULLAS (7 months pregnant)	MONDAY 20 April CONIATE, FARRAH CASANOVA TELLOR, JODILEN CAIES	TUESDAY 21 April CRISOLOGO, EVELYN PLANDANO TELLOR, JODILEN CAIES	WEDNESDAY 22 April RAGANAS, MARY ROSE RANARIO	THURSDAY 23 April SOLIMANAN, LUCITA RAVELO	FRIDAY 24 April LOZANO, LUZNAIDA VALLESPIN BILLEDO, TRISHA JADE ALPOS	MONDAY 27 April CONIATE, FARRAH CASANOVA TELLOR, JODILEN CAIES	TUESDAY 28 April CRISOLOGO, EVELYN PLANDANO TELLOR, JODILEN CAIES	WEDNESDAY 29 April RAGANAS, MARY ROSE RANARIO BILLEDO, TRISHA ALPOS	THURSDAY 30 April SOLIMANAN, LUCITA RAVELO LOZANO, LUZNAIDA VALLESPIN	FRIDAY 1 May Labor Day (Holiday)

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Administrative Services - Property & Supply	JIMENEZ, MICHELLE GA TUY, NIÑA MARIE TAGLINAO	DULGUIME, HERMOSA MORIAL NAVARRO, ROSE ANN BONITA DEQUITO	NOGUERRA, ROWENO JR BLANCADA	Maundy Thursday Araw ng Kagitingan (Holiday Maundy Thursday (Holiday))	Holy Friday (Holiday)	JIMENEZ, MICHELLE GA	TUY, NIÑA MARIE TAGLINAO	DULGUIME, HERMOSA MORIAL	NAVARRO, ROSE ANN BONITA DEQUITO	NOGUERRA, ROWENO JR BLANCADA
	MONDAY 20 April JIMENEZ, MICHELLE GA	TUESDAY 21 April TUY, NIÑA MARIE TAGLINAO	WEDNESDAY 22 April DULGUIME, HERMOSA MORIAL	THURSDAY 23 April NAVARRO, ROSE ANN BONITA DEQUITO	FRIDAY 24 April NOGUERRA, ROWENO JR BLANCADA	MONDAY 27 April JIMENEZ, MICHELLE GA TUY, NIÑA MARIE TAGLINAO	TUESDAY 28 April DULGUIME, HERMOSA MORIAL	WEDNESDAY 29 April NOGUERRA, ROWENO JR BLANCADA	THURSDAY 30 April NAVARRO, ROSE ANN BONITA DEQUITO	FRIDAY 1 May Labor Day (Holiday)

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Administrative Services Records	VILLA- ABRILLE, MARIA GAMBA	VILLA- ABRILLE, MARIA FE GAMBA	MIJARES, MARIA KORINA ARREZA	Maundy Thursday Araw ng Kagitingan	Holy Friday (Holiday)	VILLA- ABRILLE, MARIA GAMBA	VILLA- ABRILLE, MARIA FE GAMBA	MIJARES, MARIA KORINA ARREZA	MIJARES, MARIA KORINA ARREZA	MIJARES, MARIA KORINA ARREZA
Exempted:				(Holiday Maundy Thursday (Holiday))						
With pre-existing medical condition										
PACULANANG, MARGIE OPHELIA ROSAS	VILLA- ABRILLE, MARIA GAMBA	VILLA- ABRILLE, MARIA FE GAMBA	MIJARES, MARIA KORINA ARREZA	MIJARES, MARIA KORINA ARREZA	MIJARES, MARIA KORINA ARREZA	VILLA- ABRILLE, MARIA GAMBA	VILLA- ABRILLE, MARIA FE GAMBA	MIJARES, MARIA KORINA ARREZA	MIJARES, MARIA KORINA ARREZA	FRIDAY 1 May Labor Day (Holiday)

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Administrative Services - General Services	PLAZA, ALBERTO CURISES	PLAZA, ALBERTO CURISES	PLAZA, ALBERTO CURISES	Maundy Thursday Araw ng Kagitingan (Holiday Maundy Thursday (Holiday))	Holy Friday (Holiday)	YOAG, ALLAN CABRERA	YOAG, ALLAN CABRERA	YOAG, ALLAN CABRERA	YOAG, ALLAN CABRERA	LIMPOT, JOSE MORATA
Exempted:										
61 years old										
CRISPO, CARLOS SUBERE	MONDAY 20 April LIMPOT, JOSE MORATA	TUESDAY 21 April PLAZA, ALBERTO CURISES	WEDNESDAY 22 April PLAZA, ALBERTO CURISES	THURSDAY 23 April PLAZA, ALBERTO CURISES	FRIDAY 24 April YOAG, ALLAN CABRERA	MONDAY 27 April YOAG, ALLAN CABRERA	TUESDAY 28 April YOAG, ALLAN CABRERA	WEDNESDAY 29 April LIMPOT, JOSE MORATA	THURSDAY 30 April LIMPOT, JOSE MORATA	FRIDAY 1 May Labor Day (Holiday)

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Administrative Services - General Services	HADJI, RAMIR MAHINAY, WILFREDO L.	HADJI, RAMIR MAHINAY, WILFREDO L. CONGAYO, REY ELANO, ELBEN LICMOAN	CONGAYO, REY ELANO, ELBEN LICMOAN ERNIE JOY	Maundy Thursday Araw ng Kagitingan (Holiday Maundy Thursday (Holiday))	Holy Friday (Holiday)	HADJI, RAMIR MAHINAY, WILFREDO L.	HADJI, RAMIR MAHINAY, WILFREDO L.	CONGAYO, REY ELANO, ELBEN LICMOAN	CONGAYO, REY LICMOAN, ERNIE JOY	ELANO, ELBEN LICMOAN, ERNIE JOY
Local School Board (LSB)	HADJI, RAMIR MAHINAY, WILFREDO L.	HADJI, RAMIR MAHINAY, WILFREDO L. ERNIE JOY	CONGAYO, REY ELANO, ELBEN LICMOAN	CONGAYO, REY LICMOAN, ERNIE JOY	ELANO, ELBEN LICMOAN, ERNIE JOY	HADJI, RAMIR MAHINAY, WILFREDO L.	HADJI, RAMIR MAHINAY, WILFREDO L.	CONGAYO, REY ELANO, ELBEN LICMOAN	CONGAYO, REY ELANO, ELBEN LICMOAN, ERNIE JOY	Labor Day (Holiday)

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Finance Services Accounting	ARISTAN, MAUREEN FEJE, MICHELLE MAMIRTO	DELA PEÑA, MAYLEN SUMALINOG MARTINEZ, MIA	NAIG, JANICE ESAGA REQUILLO, NAZARETH GENERAN	Maundy Thursday Araw ng Kagitingan (Holiday Maundy Thursday (Holiday))	Holy Friday (Holiday)	ARISTAN, MAUREEN NAIG, JANICE ESAGA	DELA PEÑA, MAYLEN SUMALINOG	MARTINEZ, MIA MADELETTE OMANDAM	REQUILLO, NAZARETH GENERAN	FEJE, MICHELLE MAMIRTO
Exempted: 63 years old										
SOLLOSO, IDA BALLADARES	MONDAY 20 April ARISTAN, MAUREEN	TUESDAY 21 April DELA PEÑA, MAYLEN SUMALINOG	WEDNESDAY 22 April NAIG, JANICE ESAGA	THURSDAY 23 April MARTINEZ, MIA MADELETTE OMANDAM FEJE, MICHELLE MAMIRTO	FRIDAY 24 April REQUILLO, NAZARETH GENERAN	MONDAY 27 April ARISTAN, MAUREEN MARTINEZ, MIA MADELETTE OMANDAM	TUESDAY 28 April DELA PEÑA, MAYLEN SUMALINOG	WEDNESDAY 29 April FEJE, MICHELLE MAMIRTO NAIG, JANICE ESAGA	THURSDAY 30 April REQUILLO, NAZARETH GENERAN	FRIDAY 1 May Labor Day (Holiday)

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Finance Services Budget Accounting	AGUILLON, MARIELLA ESSEL FLORES	ARGANA, MANUELITA ESPINOLA	EDERA, KRISNA BESS DEDUMO	Maundy Thursday Araw ng Kagitingan (Holiday Maundy Thursday (Holiday))	Holy Friday (Holiday)	EDERA, KRISNA BESS DEDUMO	AGUILLON, MARIELLA ESSEL FLORES	ARGANA, MANUELITA ESPINOLA	ARGANA, MANUELITA BESS DEDUMO	PLACEROS, RENILA PLACEROS, RENILA
	MONDAY 20 April EDERA, KRISNA BESS DEDUMO	TUESDAY 21 April AGUILLON, MARIELLA ESSEL FLORES	WEDNESDAY 22 April ARGANA, MANUELITA ESPINOLA	THURSDAY 23 April PLACEROS, RENILA	FRIDAY 24 April PLACEROS, RENILA	MONDAY 27 April AGUILLON, MARIELLA ESSEL FLORES	TUESDAY 28 April ARGANA, MANUELITA ESPINOLA	WEDNESDAY 29 April EDERA, KRISNA BESS DEDUMO	THURSDAY 30 April PLACEROS, RENILA	FRIDAY 1 May Labor Day (Holiday)

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Information and Communication Technology	ROSAS, KEVIN ADRIAN MALABAR	FERIL, KARYL JOHN CALIPON		Maundy Thursday Araw ng Kagitingan (Holiday Maundy Thursday (Holiday))	Holy Friday (Holiday)			FERIL, KARYL JOHN CALIPON	ROSAS, KEVIN ADRIAN MALABAR	
	MONDAY 20 April	TUESDAY 21 April	WEDNESDAY 22 April	THURSDAY 23 April	FRIDAY 24 April	MONDAY 27 April	TUESDAY 28 April	WEDNESDAY 29 April	THURSDAY 30 April	FRIDAY 1 May
			FERIL, KARYL JOHN CALIPON	ROSAS, KEVIN ADRIAN MALABAR				FERIL, KARYL JOHN CALIPON	ROSAS, KEVIN ADRIAN MALABAR	Labor Day (Holiday)

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Legal Services	BARRIOS, VIVANIÑO BARRERA	VILLAMERO, SHELLY ESPIEL		Maundy Thursday Araw ng Kagitingan (Holiday Maundy Thursday Holiday)	Holy Friday (Holiday)	BARRIOS, VIVANIÑO BARRERA	VILLAMERO, SHELLY ESPIEL			
	MONDAY 20 April	TUESDAY 21 April	WEDNESDAY 22 April	THURSDAY 23 April	FRIDAY 24 April	MONDAY 27 April	TUESDAY 28 April	WEDNESDAY 29 April	THURSDAY 30 April	FRIDAY 1 May Labor Day (Holiday)
	BARRIOS, VIVANIÑO BARRERA	VILLAMERO, SHELLY ESPIEL				BARRIOS, VIVANIÑO BARRERA	VILLAMERO, SHELLY ESPIEL			

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ANNEX A

OFFICE / SECTION / UNIT	MONDAY 6 April	TUESDAY 7 April	WEDNESDAY 8 April	THURSDAY 9 April	FRIDAY 10 April	MONDAY 13 April	TUESDAY 14 April	WEDNESDAY 15 April	THURSDAY 16 April	FRIDAY 17 April
Curriculum Implementation Division	TANTOY, CARLO PAGAPOLAR PEDRALBA, RICKY LITANG	DOLORES, TESSIE CASANOVA ENSOMO, MARILYTTTE NAIG	PAMOGAS, MARINO LIGAS GORGONIO, VILMA LONGOS	Maundy Thursday Araw ng Kagitingan (Holiday Maundy Thursday (Holiday))	Holy Friday (Holiday)	TANTOY, CARLO PAGAPOLAR PAMOGAS, MARINO LIGAS	LIM, NOEMI DELMORO PEDRALBA, RICKY LITANG	ENSOMO, MARILYTTTE NAIG	DOLORES, TESSIE CASANOVA GORGONIO, VILMA LONGOS	GORGONIO, VILMA LONGOS
Exempted:		LIM, NOEMI DELMORO								
60 years old GERALDINO, LINDA TAN										
61 years old MEEHLEB, FILIPINA FELICIANO	MONDAY 20 April TANTOY, CARLO PAGAPOLAR PAMOGAS, MARINO LIGAS	TUESDAY 21 April LIM, NOEMI DELMORO PEDRALBA, RICKY LITANG	WEDNESDAY 22 April ENSOMO, MARILYTTTE NAIG	THURSDAY 23 April DOLORES, TESSIE CASANOVA	FRIDAY 24 April GORGONIO, VILMA LONGOS	MONDAY 27 April TANTOY, CARLO PAGAPOLAR PAMOGAS, MARINO LIGAS	TUESDAY 28 April LIM, NOEMI DELMORO PEDRALBA, RICKY LITANG	WEDNESDAY 29 April ENSOMO, MARILYTTTE NAIG	THURSDAY 30 April DOLORES, TESSIE CASANOVA GORGONIO, VILMA LONGOS	FRIDAY 1 May Labor Day (Holiday)
64 years old PAQUEO, JULIA TORRECAMPO										

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Curriculum Implementation Division Local School Board (LSB)	LUMBRES, EVELYN TANTOY DARO, MARIDETH	ABARCA, LEBBEUS DELA CRUZ LUMBRES, EVELYN TANTOY BETONIO, GENABABE BAYBAYON, RITCHEL	FRONDOZO, JOSHUA ARREZA BETONIO, GENABABE BAYBAYON, RITCHEL DARO, MARIDETH	Maundy Thursday Araw ng Kagitingan (Holiday Maundy Thursday (Holiday))	Holy Friday (Holiday)	LUMBRES, EVELYN TANTOY DARO, MARIDETH	LUMBRES, EVELYN TANTOY TANTOY	FRONDOZO, JOSHUA ARREZA BETONIO, GENABABE	ABARCA, LEBBEUS DELA CRUZ BETONIO, GENABABE BAYBAYON, RITCHEL	BAYBAYON, RITCHEL DARO, MARIDETH
	MONDAY 20 April	TUESDAY 21 April	WEDNESDAY 22 April	THURSDAY 23 April	FRIDAY 24 April	MONDAY 27 April	TUESDAY 28 April	WEDNESDAY 29 April	THURSDAY 30 April	FRIDAY 1 May
	LUMBRES, EVELYN TANTOY DARO, MARIDETH	LUMBRES, EVELYN TANTOY	FRONDOZO, JOSHUA ARREZA BETONIO, GENABABE	ABARCA, LEBBEUS DELA CRUZ BETONIO, GENABABE BAYBAYON, RITCHEL	BAYBAYON, RITCHEL DARO, MARIDETH	LUMBRES, EVELYN TANTOY BAYBAYON, RITCHEL DARO, MARIDETH	LUMBRES, EVELYN TANTOY DARO, MARIDETH	FRONDOZO, JOSHUA ARREZA BETONIO, GENABABE	ABARCA, LEBBEUS DELA CRUZ BETONIO, GENABABE BAYBAYON, RITCHEL	Labor Day (Holiday)

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Curriculum Implementation Division	TREMEDAL, PAUL ANDREW ADA		MICAYAS, LAARNI CONDOLON	Maundy Thursday Araw ng Kagitingan	Holy Friday (Holiday)	TREMEDAL, PAUL ANDREW ADA		MICAYAS, LAARNI CONDOLON		
Learning Resource Management and Development System	MONDAY 20 April TREMEDAL, PAUL ANDREW ADA	TUESDAY 21 April	WEDNESDAY 22 April MICAYAS, LAARNI CONDOLON	THURSDAY 23 April (Holiday Maundy Thursday (Holiday))	FRIDAY 24 April	MONDAY 27 April TREMEDAL, PAUL ANDREW ADA	TUESDAY 28 April	WEDNESDAY 29 April MICAYAS, LAARNI CONDOLON	THURSDAY 30 April	FRIDAY 1 May Labor Day (Holiday)

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Curriculum Implementation Division	DARO, ARMIE JUDIE DA-A	VIAJAR, LUCILLE LISONDRA		Maundy Thursday Araw ng Kagitingan	Holy Friday (Holiday)				DARO, ARMIE JUDIE DA-A	VIAJAR, LUCILLE LISONDRA
Alternative Learning System				(Holiday Maundy Thursday (Holiday))						LABOR DAY (Holiday)
	MONDAY 20 April	TUESDAY 21 April	WEDNESDAY 22 April	THURSDAY 23 April	FRIDAY 24 April	MONDAY 27 April	TUESDAY 28 April	WEDNESDAY 29 April	THURSDAY 30 April	FRIDAY 1 May

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Schools Governance Operations Division	LARASE, ELIZABETH SERING ACLO, EMILLY DENOSTA	ACLO, EMILLY DENOSTA	SARVIDA, SUMACOT LEA	Maundy Thursday Araw ng Kagitingan (Holiday Maundy Thursday (Holiday))	Holy Friday (Holiday)	LARASE, ELIZABETH SERING ACLO, EMILLY DENOSTA	LARASE, ELIZABETH SERING ACLO, EMILLY DENOSTA	SARVIDA, LEA SUMACOT	SARVIDA, LEA SUMACOT	
Exempted:										
7 months pregnant										
ABOY, WELYN JANE ELICO	MONDAY 20 April LARASE, ELIZABETH SERING ACLO, EMILLY DENOSTA	TUESDAY 21 April LARASE, ELIZABETH SERING ACLO, EMILLY DENOSTA	WEDNESDAY 22 April SARVIDA, LEA SUMACOT	THURSDAY 23 April SARVIDA, LEA SUMACOT	FRIDAY 24 April	MONDAY 27 April LARASE, ELIZABETH SERING ACLO, EMILLY DENOSTA	TUESDAY 28 April LARASE, ELIZABETH SERING ACLO, EMILLY DENOSTA	WEDNESDAY 29 April SARVIDA, LEA SUMACOT	THURSDAY 30 April SARVIDA, LEA SUMACOT	FRIDAY 1 May Labor Day (Holiday)

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Education Facilities	CLEOFE, VON EUGENE FABREAG	DUMALI, KENNETH ARAGON ROCOLCOL, MIKE S.	ROCOLCOL, MIKE S.	Maundy Thursday Araw' ng Kagitingan	Holy Friday (Holiday)	DUMALI, KENNETH ARAGON	DUMALI, KENNETH ARAGON	ROCOLCOL, MIKE S.	ROCOLCOL, MIKE S.	CLEOFE, VON EUGENE FABREAG
				(Holiday Maundy Thursday (Holiday))						
	MONDAY 20 April CLEOFE, VON EUGENE FABREAG	TUESDAY 21 April CLEOFE, VON EUGENE FABREAG	WEDNESDAY 22 April ROCOLCOL, MIKE S.	THURSDAY 23 April ROCOLCOL, MIKE S.	FRIDAY 24 April	MONDAY 27 April CLEOFE, EUGENE FABREAG VON	TUESDAY 28 April DUMALI, KENNETH ARAGON	WEDNESDAY 29 April ROCOLCOL, MIKE S.	THURSDAY 30 April ROCOLCOL, MIKE S.	FRIDAY 1 May Labor Day (Holiday)

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Guidance Services	SALAS, ROWENA LINCUNA	SALAS, ROWENA LINCUNA		Maundy Thursday Araw ng Kagitingan (Holiday Maundy Thursday (Holiday))	Holy Friday (Holiday)	PONGCOL, JOBIE GESTA	PONGCOL, JOBIE GESTA	PONGCOL, JOBIE GESTA	SALAS, ROWENA LINCUNA	SALAS, ROWENA LINCUNA
	MONDAY 20 April PONGCOL, JOBIE GESTA	TUESDAY 21 April PONGCOL, JOBIE GESTA	WEDNESDAY 22 April PONGCOL, JOBIE GESTA	THURSDAY 23 April SALAS, ROWENA LINCUNA	FRIDAY 24 April SALAS, ROWENA LINCUNA	MONDAY 27 April PONGCOL, JOBIE GESTA	TUESDAY 28 April PONGCOL, JOBIE GESTA	WEDNESDAY 29 April SALAS, ROWENA LINCUNA	THURSDAY 30 April SALAS, ROWENA LINCUNA	FRIDAY 1 May Labor Day (Holiday)

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Human Resource Development	CAGATA, JAYLLIAN SULAPAS	BESINGA, JEANIT CHUA APOLE, RICLANE	BUENO, JOSEPHINE LIPANG APOLE, RICLANE	Maundy Thursday (Holiday)	Holy Friday (Holiday)	BESINGA, JEANIT CHUA	APOLE, RICLANE	APOLE, RICLANE	CAGATA, JAYLLIAN SULAPAS	BUENO, JOSEPHINE LIPANG
	MONDAY 20 April BESINGA, JEANIT CHUA	TUESDAY 21 April APOLE, RICLANE	WEDNESDAY 22 April APOLE, RICLANE	THURSDAY 23 April BUENO, JOSEPHINE LIPANG	FRIDAY 24 April CAGATA, JAYLLIAN SULAPAS	MONDAY 27 April BESINGA, JEANIT CHUA	TUESDAY 28 April APOLE, RICLANE	WEDNESDAY 29 April APOLE, RICLANE	THURSDAY 30 April CAGATA, JAYLLIAN SULAPAS BUENO, JOSEPHINE LIPANG	FRIDAY 1 May Labor Day (Holiday)

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Planning and Research		LUSICA, FRITZIE GAY SUNICO	LUSICA, FRITZIE GAY SUNICO	Maundy Thursday Araw ng Kagitingan (Holiday Maundy Thursday (Holiday))	Holy Friday (Holiday)	AOS, PAUL AOS	AOS, PAUL AOS		LUSICA, FRITZIE GAY SUNICO	LUSICA, FRITZIE GAY SUNICO
	MONDAY 20 April AOS, PAUL AOS	TUESDAY 21 April AOS, PAUL AOS	WEDNESDAY 22 April LUSICA, FRITZIE GAY SUNICO	THURSDAY 23 April LUSICA, FRITZIE GAY SUNICO	FRIDAY 24 April	MONDAY 27 April AOS, PAUL AOS	TUESDAY 28 April AOS, PAUL AOS	WEDNESDAY 29 April LUSICA, FRITZIE GAY SUNICO	THURSDAY 30 April LUSICA, FRITZIE GAY SUNICO	FRIDAY 1 May Labor Day (Holiday)

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School Health and Nutrition – Dental	FELICIO, FAMELA GRACE SILVOSA	JIMENEZ, JOSEFINA LIMPOT LIGTAS, JIMILYN	LIGTAS, JIMILYN	Mauandy Thursday Araw ng Kagitingan	Holy Friday (Holiday)	FELICIO, FAMELA GRACE SILVOSA	JIMENEZ, JOSEFINA LIMPOT		LIGTAS, JIMILYN	LIGTAS, JIMILYN
Exempted:				(Holiday Mauandy Thursday (Holiday))						
With pre-existing medical condition										
PERTACORTA, MANVILLE ESPEJON	MONDAY 20 April	TUESDAY 21 April	WEDNESDAY 22 April	THURSDAY 23 April	FRIDAY 24 April	MONDAY 27 April	TUESDAY 28 April	WEDNESDAY 29 April	THURSDAY 30 April	FRIDAY 1 May Labor Day (Holiday)
	FELICIO, FAMELA GRACE SILVOSA	JIMENEZ, JOSEFINA LIMPOT		LIGTAS, JIMILYN	LIGTAS, JIMILYN	FELICIO, FAMELA GRACE SILVOSA	JIMENEZ, JOSEFINA LIMPOT	LIGTAS, JIMILYN	LIGTAS, JIMILYN	

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School Health and Nutrition – Health		BONONO, CHRISTIAN BRYAN MONTOLO	BACOLOD, VIRGINIA COMPARATIVO	Maundy Thursday Araw ng Kagitingan	Holy Friday (Holiday)		BONONO, CHRISTIAN BRYAN MONTOLO	FELICIO, MA. ADA LORRAINE SOLLOSO	BACOLOD, VIRGINIA COMPARATIVO	BALABA, VIRGINIA COMPARATIVO	BALABA, IRENETTA ABEDELLOS
Exempted: 63 years old		ADA LORRAINE SOLLOSO	IRENETTA ABEDELLOS	(Holiday Maundy Thursday (Holiday))							
NAMUAG, JEMBERTO MASAYA	MONDAY 20 April	TUESDAY 21 April	WEDNESDAY 22 April	THURSDAY 23 April	FRIDAY 24 April	MONDAY 27 April	TUESDAY 28 April	WEDNESDAY 29 April	THURSDAY 30 April	FRIDAY 1 May	
	BONONO, CHRISTIAN BRYAN MONTOLO	BACOLOD, VIRGINIA COMPARATIVO	FELICIO, MA. ADA LORRAINE SOLLOSO	BALABA, IRENETTA ABEDELLOS		BONONO, CHRISTIAN BRYAN MONTOLO	BACOLOD, VIRGINIA COMPARATIVO	BALABA, IRENETTA ABEDELLOS FELICIO, MA. ADA LORRAINE SOLLOSO	LABOR DAY (Holiday)		

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School Management & Monitoring & Evaluation	BUSIO, MEDELINE LEVA	NAMUAG, ANA NIJIN SUEBZON	JOVITA, JENNIFER REUSO	Maundy Thursday Araw ng Kagitingan (Holiday Maundy Thursday (Holiday))	Holy Friday (Holiday)	BUSIO, MEDELINE LEVA	BUSIO, MEDELINE LEVA		JOVITA, JENNIFER REUSO	JOVITA, JENNIFER REUSO
	MONDAY 20 April NAMUAG, ANA NIJIN SUEBZON	TUESDAY 21 April NAMUAG, ANA NIJIN SUEBZON	WEDNESDAY 22 April	THURSDAY 23 April JOVITA, JENNIFER REUSO	FRIDAY 24 April JOVITA, JENNIFER REUSO	MONDAY 27 April BUSIO, MEDELINE LEVA	TUESDAY 28 April BUSIO, MEDELINE LEVA	WEDNESDAY 29 April NAMUAG, ANA NIJIN SUEBZON	THURSDAY 30 April NAMUAG, ANA NIJIN SUEBZON	FRIDAY 1 May Labor Day (Holiday)

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School Management & Monitoring Evaluation	CULTURA, RAQUEL GALOLO SITTOY, JUNINE ACLO	SITTOY, JUNINE ACLO	GORGONIO, JOHNMARK LONGOS	Maundy Thursday Araw ng Kagitingan (Holiday Maundy Thursday (Holiday))	Holy Friday (Holiday)	CULTURA, RAQUEL GALOLO	SITTOY, JUNINE ACLO	GORGONIO, JOHNMARK LONGOS SITTOY, JUNINE ACLO	GORGONIO, JOHNMARK LONGOS	GORGONIO, JOHNMARK LONGOS
Exempted:										
8 months pregnant										
SIEGA, ESTELA PARPAN	MONDAY 20 April CULTURA, RAQUEL GALOLO	TUESDAY 21 April SITTOY, JUNINE ACLO	WEDNESDAY 22 April GORGONIO, JOHNMARK LONGOS SITTOY, JUNINE ACLO	THURSDAY 23 April GORGONIO, JOHNMARK LONGOS	FRIDAY 24 April	MONDAY 27 April CULTURA, RAQUEL GALOLO SITTOY, JUNINE ACLO	TUESDAY 28 April GORGONIO, JOHNMARK LONGOS SITTOY, JUNINE ACLO	WEDNESDAY 29 April GORGONIO, JOHNMARK LONGOS	THURSDAY 30 April	FRIDAY 1 May Labor Day (Holiday)

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**Office of the Schools
Division Superintendent**

March 30, 2020

ALBERTO C. PLAZA

Administrative Assistant II / Driver
Deped, Division of Surigao
Surigao City

You are hereby advised to conduct the undersigned from Hayanggabon, Claver, Surigao del Norte to DepEd Division of Surigao City, March 30, 2020.

Traveling expenses and per diem incurred in connection with your travel will be charged against local funds, subject to the usual accounting and auditing rules and regulations.

Please be guided accordingly.

KAREN L. GALANIDA, PhD, CESO VI
Schools Division Superintendent



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