



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

DIVISION MEMORANDUM
No. 221, s. 2020

March 22, 2020

**PROTOCOL AND GUIDELINES ON WORKWEEK ARRANGEMENTS AND
OTHER INSTRUCTIONS FOR DEPARTMENT OF EDUCATION DIGOS CITY
DIVISION PERSONNEL AND TO THE TRANSACTING PUBLIC**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID&SGOD)
All Schools Division Office Personnel
All School Heads
All Teaching and Non-Teaching Personnel
All Others Concerned

1. Pursuant to Presidential Proclamation No. 922 and 929 and the subsequent issuances of the Local Government of Digos City, Department of Education, Department of Health, and the Civil Service Commission, the Department of Education Digos City Division hereby directs the above-captioned personnel on the protocols in transacting and the working arrangement at the Schools Division Office (SDO) as its response to the COVID-19 threat.
2. There will be one (1) day of work per week beginning this week March 16-20, 2020, and until such time that the State of Public Health Emergency shall have been lifted or withdrawn by President Rodrigo R. Duterte. The rest of the work days shall be on home-based work arrangement.
3. There shall be a skeletal workforce assigned in every division/section of the Schools Division Office, during workdays. Attached is Enclosure 1- Assignment of SDO personnel as skeletal force.
4. The official time for this 1-day workweek is 7:30 AM to 4:30 PM with 12:00 noon to 1:00 PM as lunch break. The Gliding-Felix work arrangement shall be suspended at this time.
5. The rest of the workdays shall be on home-based work arrangement thru messenger, email (official address only), official Facebook pages and such other that may be agreed as official modes of online communication on a home-based work arrangement.



6. All personnel whether teaching or non-teaching shall submit a WorkWeek Plan (WWP) to be submitted online before the start of the workweek. Subsequently, an Individual Workweek Accomplishment Report (IWAR) with attached Means of Verification (MoVs) for home-based work and shall be submitted online on Fridays to the SDS (cristy.epe74@deped.gov.ph). MoVs may be thru screenshots bearing date and time, and other verifiable evidences of online engagements. The WWP and the IWAR shall be reviewed by their respective Division Chiefs for CID and SGOD, AO V for Section Heads of the SDO and the PSDS for School Heads, with the ASDS as Recommending Approval and the SDS for Approval. The identified signatories shall affix their electronic signatures on the e-mailed copy.

7. School Heads shall visit their respective schools at any 1 (one) day during the weekdays and shall be on home-based work arrangement for the rest of the week days. This 1-day work schedule shall be reported to their respective Public Schools District Supervisors (PSDS) and to the Schools Division Superintendent (SDS). The signatory of the WWP shall be the Assistant Schools Division Superintendent (ASDS) as Recommending Approval and the SDS for Approval.

8. There shall be no activity/operation at the district level. All PSDS shall report to the Division Office on their day of duty.

9. All Schools Division Office personnel identified as Person Under Monitoring (PUM) shall be on home quarantine, except in cases where the symptoms become serious. In such case, they should be in medical facility. Anyone in direct contact with any person coming from areas of local transmission from any parts the Philippines and abroad, shall not report for work. Those having cough, colds, fever and other flu-like symptoms shall NOT report for duty. They shall follow the home-based work arrangement for 14 days using online platforms.

10. All outsiders shall be refused entry at all times while the Declaration of State of Public Health Emergency is still in effect and in force. Only those working in the Schools Division Office proper on their assigned dates shall be allowed entry. This includes personnel from the field office-schools and districts. Only incoming letters and other communication using courier service shall be received by the security guard/s on duty. All other communication incoming or outgoing shall be received thru the DepED Digos City email address, digos.city@deped.gov.ph .

11. Only Division Office personnel shall be allowed inside the Schools Division Office and they shall proceed to their respective sections without converging in any other offices/sections or around the premises except in their specific work area.

12. Schools Division Office personnel on duty shall wash their hands upon entering the Office at a hand-washing facility set-up at the entrance or use a 70% ethyl alcohol or hand sanitizers of at least 65% alcohol content.

13. All Schools Division Office personnel shall disinfect their respective offices everyday at 4:30 p.m.



14. The composition of the DepED Digos City COVID 19 Task Force with their respective contact numbers is hereto attached as Enclosure 2. You may contact them for queries, information and assistance on numbers opposite their names.

15. This Memorandum shall also serve as guide to the School Heads, teachers and other personnel in the field, in analogous situations.

16. A separate Memorandum shall be issued to guide teachers, school heads, supervisors, program holders in the Schools Division Office on matters covering curriculum implementation and other end of school year activities.

17. Immediate and wide dissemination of this Memorandum is enjoined.



CRISTY C. EPE

Schools Division Superintendent



Enclosure No. 1

ASSIGNMENT OF SDO PERSONNEL AS SKELETAL FORCE

MONDAY MARCH 23, 2020

Division/ Section/ Unit	Name of Employee	Position
Admin	Francis Jude D. Alcomendras	AO V
Admin	Vincent Zambra	ADAS III
HR	Aljun Jay A. Loma	ADA VI
SDS	Juvy Altamera	ADAS III
SGOD	Airon Alejandro	PLANNING OFFICER III
SGOD	Peter-Jason Senarillos	SENIOR EDUCATION PROGRAM SPECIALIST
Health & Nutrition	Joel Gomito	NURSE II
Health & Nutrition	Myracel Dalope	DENTIST II
CID	Luzminda Jasmin	EDUCATION PROGRAM SUPERVISOR
CID	Tito Endrina	EDUCATION PROGRAM SUPERVISOR
CID	Ronilyn Nieves	EDUCATION PROGRAM SUPERVISOR
CID	Ida Juezan	PUBLIC SCHOOL DISTRICT SUPERVISOR
CID	Jem Boy Cabrella	EDUCATION PROGRAM SUPERVISOR
CID	Juvy Comaingking	LIBRARIAN II
Cash	Ethel M. Tabalba	ADA VI
Supply	Rotsen Ray N. Gayud	ADA VI
Accounting	Salazar, Maria Leonora	ADAS III
Accounting	Barotoc, Narelhind	ADAS II
Accounting	Alcaide, Roseter	ADAS III
Accounting	Calva, Ethel	ADAS II
Budget	Pius, Genie	ADAS III
Budget	Neptune L. Tambilawan	AO V
Budget	Giselle D. Gonzales	ADAS III
ASDS	Claire Marriz Moral	ADAS III
Records	Dranreb Jake B. del Rosario	ADA VI
ALS	Elvie Timon	EDUCATION PROGRAM SPECIALIST II
ALS	Antonia Ponce	EDUCATION PROGRAM SPECIALIST II

TUESDAY MARCH 24, 2020

Division/ Section/ Unit	Name of Employee	Position
Admin	Mark V. Castañares	ADAS III
HR	Jona Moilereen Nahine	ADAS III
HR	Daynie Beth D. Cabardo	ADA VI
IT	Stephen Pascual	ITO I
SGOD	Reyzen Monserate	Project Development Officer II
SGOD	Marieflor Ibañez	ADMINISTRATIVE AIDE VI
Health & Nutrition	Dheltmie Christine Peñas	NURSE II
Health & Nutrition	Hazel Marie Escabillas	NURSE II
CID	Zenaida Guya	PUBLIC SCHOOL DISTRICT SUPERVISOR
CID	Mary Joy Fortun	EDUCATION PROGRAM SUPERVISOR



TUESDAY MARCH 24, 2020

Division/ Section/ Unit	Name of Employee	Position
Cash	Ethel M. Tabalba	ADA VI
Supply	Marcelino E. Ranollo, Jr.	AO IV
Accounting	Rabaya, Bonafe Cathrine	ADAS III
Accounting	Ymalay, Alnie	ADAS III
Accounting	Misal, Noreliza	ACCT III
Budget	Neptune L. Tambilawan	AO V
Budget	Ina Abigail Duran	ADAS I
Records	Myhrra Faye Bontia	AO IV

WEDNESDAY MARCH 25, 2020

Division/ Section/ Unit	Name of Employee	Position
Admin	Francis Jude D. Alcomendras	AO V
Admin	Guy Mara-asin	ADAS III
HR	Jona Moilereen Nahine	ADAS III
HR	Aljun Jay A. Loma	ADA VI
HR	Daynie Beth D. Cabardo	ADA VI
SGOD	Rofelia De Mesa	GUIDANCE COORDINATOR II
SGOD	Cecile Uy	EDUCATION PROGRAM SPECIALIST II
SGOD	Evangeline Hernan	EDUCATION PROGRAM SUPERVISOR
Health & Nutrition	Frances Millicent Durano	NURSE II
Health & Nutrition	Kristin Marie Bejarin	NURSE II
CID	Cherry Rossette Oliva	PUBLIC SCHOOL DISTRICT SUPERVISOR
CID	Helen Casimiro	PUBLIC SCHOOL DISTRICT SUPERVISOR
CID	Ferna Renira Alde	PUBLIC SCHOOL DISTRICT SUPERVISOR
CID	Arlene Barba	PUBLIC SCHOOL DISTRICT SUPERVISOR
CID	Mary Glor Tabanao	EDUCATION PROGRAM SUPERVISOR
CID	Sharon Ann Iyog	ADA VI
Cash	Rosario B. Diamante	AO IV
Supply	Marcelino E. Ranollo, Jr.	AO IV
Supply	Renante Pantonial	ADAS III
Supply	Joel E. Estomo	ADAS II
Supply	Rotsen Ray N. Gayud	ADA VI
Accounting	Arriate, Ruby	ADAS III
Budget	Giselle D. Gonzales	ADAS III
Records	Helena O. Solon	ADAS III

THURSDAY MARCH 26, 2020

Division/ Section/ Unit	Name of Employee	Position
HR	Aleli M. Chiong	AO IV
Admin	Guy Mara-asin	ADAS III
HR	Mary Ann I. Devalgue	ADAS II



THURSDAY MARCH 26, 2020

Division/ Section/ Unit	Name of Employee	Position
SGOD	Eleser Mateo	EDUCATION PROGRAM SPECIALIST II
SGOD	Xavier Fuentes	SENIOR EDUCATION PROGRAM SPECIALIST
SGOD	Jose Israel Maravilles	Project Development Officer I
Health & Nutrition	Ireene Dandoy	NURSE II
CID	Neil Bongcayao	PUBLIC SCHOOL DISTRICT SUPERVISOR
CID	Myleen Robiños	PROJECT DEVELOPMENT OFFICER II
Cash	Sheena A. Asarak	ADAS III
Supply	Joel E. Estomo	ADAS II
Accounting	Ebol, Danilo Jr.	ADAS III
Accounting	Baritua, Janice	ADAS III
Accounting	Camingawan, John Paul	ADAS II
Accounting	Misal, Noreliza	ACCT III
Budget	Giselle D. Gonzales	ADAS III
Records	Dranreb Jake B. del Rosario	ADA VI

FRIDAY MARCH 27, 2020

Division/ Section/ Unit	Name of Employee	Position
HR	Aleli M. Chiong	AO IV
Admin	Vincent Zambra	ADAS III
Admin	Mark V. Castañares	ADAS III
HR	Mary Ann I. Devalgue	ADAS II
IT	Stephen Pascual	ITO I
SGOD	Helen Franconas	ENGINEER III
SGOD	Ronald Dedace	SENIOR EDUCATION PROGRAM SPECIALIST
SGOD	Julie Anne Posadas	Project Development Officer I
Health & Nutrition	Jasmine Asarak	DENTIST II
CID	Patriotiso Peñas	PUBLIC SCHOOL DISTRICT SUPERVISOR
CID	Ely Cataluña	PUBLIC SCHOOL DISTRICT SUPERVISOR
Cash	Sheena A. Asarak	ADAS III
Supply	Renante Pantonial	ADAS III
Budget	Neptune L. Tambilawan	AO V
Budget	Ina Abigail Duran	ADAS I
ASDS	Claire Marriz Moral	ADAS III
Records	Myhrra Faye Bontia	AO IV



Enclosure No. 2

DEPED DIGOS CITY DIVISION COVID-19 TASK FORCE

Chairperson: Cristy C. Epe - Schools Division Superintendent - 09209382640

Co-Chairperson: Melanie P. Estacio, PhD – ASDS - 09285075975

Members:

Reyzen O. Monserate – Division DRRM Coordinator (Focal Person)
(09487681219)

Hazel Marie L. Escabillas – Division Nurse- 09085049432

Jasmine Asarak – Dentist II- 09212531479

Myracel Dalope - Dentist II - 09997968043

Daissy Jane P. Sanoy – Nurse II - 09198639535

Dhelmie Christine Peñas – Nurse II - 09212928977

Frances Millicent Durano – Nurse II - 09466689824

Ireene P. Dandoy – Nurse II- 09088837893

Kristin Marie Bejarin – Nurse II - 09433819638

Joel Gomito – Nurse II - 09238833181

Sollie B. Oliver, JD, MATE – SGOD Chief - 09496099979

Beverly S. Daugdaug, EdD – CID Chief - 09293137327

Francis Jude Alcomendras – AO V – 0988681546/09514500774

Ida I. Juezan – PSDS - 09308560140

Noreliza A. Misal, CPA – Accountant III - 09989797780

Myhrra Faye L. Bontia – AO IV (Records) - 09993458451

Marcelino Ranollo, Jr. - AO IV (Supply) - 09988681542

Stephen Pascual – ITO - 09081537916

Ronald Dedace – SEPS (HRD) - 09189624948



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