



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

March 19, 2020

OFFICE MEMORANDUM

No. **134**, s. 2020

To: All Regional Office Personnel

ADOPTION OF 2-DAY WORKWEEK AND WORK FROM HOME ARRANGEMENT

1. In view of the issuance of CSC Announcement No. 12, s. 2020 dated March 16, 2020, the Regional Office shall change its alternative work arrangement from 4-day work to 2-day and work from home mode effective **March 23, 2020**.
2. Attached is the Office/Home Workweek Plan of all the employees per unit/division.
3. The Chiefs of the Functional Divisions shall be responsible for the validation of the assigned tasks done at home by the employee upon return to the Office.
4. For strict compliance.


RAMIR B. UYTICO EdD, CESO IV
Director IV 

AD-PS-EDR





Announcement No. 12, s. 2020

ANNOUNCEMENT

FOR : HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED AND / OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE AND LOCAL UNIVERSITIES AND COLLEGES

SUBJECT : Alternative Work Arrangements in light of Code Red Sublevel 2


DATE : March 16, 2020

In line with the Memorandum Circular signed by the Executive Secretary issued on March 13, 2020, by authority of President Rodrigo Roa Duterte, which provides for the directives and guidelines, primarily intended to address the spread of the corona virus disease (COVID-19) throughout the country, heads of agencies are given the discretion to formulate and implement alternative work arrangements that will *ensure delivery of public service with due observance of social distancing policy and other preventive health measures*, such as but not limited to the following:

1. Skeletal workforce;
2. Work from home;
3. Compressed work week; and
4. Staggered working hours.

The alternative work arrangements shall subsist for the period of March 16-April 14, 2020 or until such time the Community Quarantine has been lifted over Metro Manila and other local government units wherein quarantine has been declared. Said alternative work arrangements shall be implemented so as not to prejudice the delivery of public service.

Report on the alternative work arrangements adopted by government agencies shall be submitted to the Civil Service Commission through its Regional Offices for records purposes.


ALICIA dela ROSA-BALA
Chairperson



OFFICE/HOME WORKWEEK PLAN

Instructions:

1. Write the word OFFICE on the date where the employee will report to the office at least two (2) days per week.
2. Write HOME on the date the employee opts to work at home.
3. The Chief/Section/Unit Head shall write the specific tasks to be done at home by the employee. MOVs shall be provided by the employee and validated by the Chief upon return to the Office.

DIVISION/UNIT/SECTION: OARD

Name of Personnel	Position	Pre-existing Health Condition and/or disease (if applicable)	Days of Work Attendance and Time and Period/Work to be Done														Remarks	
			23-Mar	24-Mar	25-Mar	26-Mar	27-Mar	30-Mar	31-Mar	01-Apr	02-Apr	03-Apr	06-Apr	07-Apr	08-Apr	13-Apr		14-Apr
Arnulfo M. Balane	Director III		Office	Office	Office	Office	Office	Office	Office	Office	Office	Office	Office	Office	Office	Office	Office	
Marcelo P. Sacay	ADAS I		Office	Office	Office	Home	Home	Office	Office	Office	Home	Home	Office	Office	Office	Home	Home	
Oscar B. Bacunawa	AAI		Home	Home	Office	Office	Office	Home	Home	Office	Office	Office	Home	Home	Office	Office	Office	

Recommending Approval:

ARNULFO M. BALANE, CESO V
DIRECTOR III

Name and Signature of Division/Unit Head

Date:

Approved:

RAMIR B. UYTICO EdD, CESO IV

Director IV

OFFICE/HOME WORKWEEK PLAN

Instructions:

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DIVISION/UNIT/SECION: _____ OFFICE OF THE REGIONAL DIRECTOR - PROPER

Name of Personnel	Position	Pre-existing Health Condition and/or disease (if applicable)	Days of Work Attendance and Time and Period/Work to be Done														Remarks	
			23-Mar	24-Mar	25-Mar	26-Mar	27-Mar	30-Mar	31-Mar	01-Apr	02-Apr	03-Apr	06-Apr	07-Apr	08-Apr	13-Apr		14-Apr
DOLORES B. CAGARA	ADAS III	None	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME	
QUEENNIELYN C. YU	ADAS I	None	HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	HOME	
LEO M. DIZON	ADA IV	None	OFFICE	OFFICE	OFFICE	OFFICE	OFFICE	OFFICE	OFFICE	OFFICE	OFFICE	OFFICE	OFFICE	OFFICE	OFFICE	OFFICE	OFFICE	

Approved:


RAMIR B. UYTICO EdD, CESO IV
 Director IV

OFFICE/HOME WORKWEEK PLAN

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DIVISION/UNIT/SECTION: _____ OFFICE OF THE REGIONAL DIRECTOR - ICT UNIT

Name of Personnel	Position	Pre-existing Health Condition and/or disease (if applicable)	Days of Work Attendance and Time and Period/Work to be Done														Remarks	
			23-Mar	24-Mar	25-Mar	26-Mar	27-Mar	30-Mar	31-Mar	01-Apr	02-Apr	03-Apr	06-Apr	07-Apr	08-Apr	13-Apr		14-Apr
GERARD CHRISTOPHER VILLEGAS	CMT I	Hypertension, Asthmatic	HOME	HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME	HOME	HOME	Upload March 2020 issuances, government permits, and government recognitions to the new DepEd Region 8 website; update Google Sheets re: ICT services rendered; make network cables.
MIKKO DUERO	CP II	None	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	HOME	OFFICE	OFFICE	Design the new DepEd Region 8 website; upload March 2020 issuances, government permits, and government recognitions to the new DepEd Region 8 website; process DRAFs; prepare manual for the document tracking system.
JIM ALBERT LAGADO	ITO I	Asthmatic	HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	HOME	HOME	Design the new DepEd Region 8 website; create the offline QATAME system; revise the ICT operations manual; assist in the creation of the SHS online monitoring tool.

Prepared by:

JIM ALBERT A. LAGADO
Information Technology Officer I

Approved:


RAMIR B. UYATICO EdD, CESO IV
Director IV

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DIVISION/UNIT/SECION: OFFICE OF THE REGIONAL DIRECTOR-LEGAL UNIT

Name of Personnel	Position	Pre-existing Health Condition and/or disease (if applicable)	Days of Work Attendance and Time and Period/Work to be Done															Remarks
			23-Mar	24-Mar	25-Mar	26-Mar	27-Mar	30-Mar	31-Mar	01-Apr	02-Apr	03-Apr	06-Apr	07-Apr	08-Apr	13-Apr	14-Apr	
ELEANOR C. CALUMPIANO	ATTY. IV	None	HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	HOME	OFFICE	OFFICE	HOME	HOME	HOME	
JOHN E. DACATIMBANG	LA II	None	HOME	HOME	OFFICE	OFFICE	HOME	OFFICE	OFFICE	HOME	HOME	OFFICE	HOME	HOME	OFFICE	OFFICE	OFFICE	
JILL M. TORMIS	ADAS II	None	OFFICE	OFFICE	HOME	HOME	OFFICE	HOME	HOME	OFFICE	OFFICE	HOME	OFFICE	OFFICE	HOME	HOME	OFFICE	

Recommending Approval:


ATTY. ELEANOR C. CALUMPIANO
 Attorney IV/Head, Legal Unit
 Date:

Approved: 
RAMIR B. UYTICO EdD, CESO IV
 Director IV

OFFICE/HOME WORKWEEK PLAN

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DIVISION/UNIT/SECTION: OFFICE OF THE REGIONAL DIRECTOR- PUBLIC AFFAIRS UNIT

Name of Personnel	Position	Pre-existing Health Condition and/or disease (if applicable)	Days of Work Attendance and Time and Period/Work to be Done														Remarks
			23-Mar	24-Mar	25-Mar	26-Mar	27-Mar	30-Mar	31-Mar	01-Apr	02-Apr	03-Apr	06-Apr	07-Apr	08-Apr	13-Apr	
BACUS, FLORAMAY Q.	PDO II	None	Office	Updating of the Social Media Pages, create verified posts	Office	Organize Documentation of Events	Layout Newsletter	Office	Updating of the Social Media Pages	Office	Organize Documentation of Events	Finalize CEL Minutes	Office	Write Stories for Newsletter	Office	Prepare Monthly communication plan for Social Media Pages	Updating of the Social Media Pages, create verified posts
CALZITA, JASMIN F.	AO V	None	Communication Management with CO, RO and SDOs	Office	Provide Updates to media and SDOs	Office	Write News article for the newsletter	Write Project LEAD Research Proposal	Office	Write Project LEAD Research Proposal	Office	Communication Management with CO, RO and SDOs	Provide Updates to media and SDOs	Office	Update DIT forms for DRAF	Office	Write Project LEAD Research Proposal

Approved:



RAMIR B. UYTICO EdD, CESO IV
Director IV

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DIVISION/UNIT/SECTION: COA

Name of Personnel	Position	Pre-existing Health Condition and/or disease (if applicable)	Days of Work Attendance and Time and Period/Work to be Done														Remarks
			23-Mar	24-Mar	25-Mar	26-Mar	27-Mar	30-Mar	31-Mar	1-Apr	2-Apr	3-Apr	6-Apr	7-Apr	8-Apr	13-Apr	
Jean B. Udtohan	JO		HOME - Encoding and updating 2019 working paper designed by the auditor.	OFFICE	HOME - Continued in encoding and updating 2019 working paper designed by the auditor.			OFFICE	HOME - Continued in encoding and updating 2020 working paper designed by the auditor.			Office					
Ma. Almera M. Mendoza		HOME- Encoding of Summary RSMI	HOME- Continued in encoding of RSMI, Encoding & updating of working paper designed by the auditor			HOME- Encoding & updating of working paper designed by the auditor											

Recommending approval:

Name and Signature of Division/Unit Head

Date:

Approved:



RAMIR B. UYTICO EdD, CESO IV

Director IV

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DIVISION/UNIT/SECTION: ADMINISTRATIVE DIVISION & PERSONNEL SECTION

Name of Personnel	Position	Pre-existing Health Condition and/or disease (if applicable)	Days of Work Attendance and Time and Period/Work to be Done														Remarks		
			23-Mar	24-Mar	25-Mar	26-Mar	27-Mar	30-Mar	31-Mar	1-Apr	2-Apr	3-Apr	6-Apr	7-Apr	8-Apr	13-Apr		14-Apr	
SARMIENTO, MERCEDES D.	CAO	None	On leave	Office	Preparation of Minutes of Admin and WIT meetings	Office	Revision and Finalization of WIT Quality Procedure	Office	Revision and Finalization of WIT Quality Procedure	Office	Revision and Finalization of WIT Quality Procedure	Revision and Finalization of WIT Quality Procedure	Office	Finalization of WIT Assessment Tools	Finalization of WIT Assessment Tools	Office	Finalization of WIT Assessment Tools		
BUSTAMANTE, JOSE H.	ADA III	None	Office	Office	Office	Office	Office	Office	Office	Office	Office	Office	Office	Office	Office	Office	Office	Office	
MARTINEZ, MARIANNE FE B.	ADAS II	None	Updating of Service Record	Office	Updating of Service Record	Office	Updating of Service Record	Encoding of Pass Slips	Office	Editing of DRAF and its attachments	Office	Editing of DRAF and its attachments	Encoding of Individual Leave Card	Office	Encoding of Individual Leave Card	Office	Encoding of Individual Leave Card		

Name of Personnel	Position	Pre-existing Health Condition and/or disease (if applicable)	Days of Work Attendance and Time and Period/Work to be Done														Remarks	
			23-Mar	24-Mar	25-Mar	26-Mar	27-Mar	30-Mar	31-Mar	1-Apr	2-Apr	3-Apr	6-Apr	7-Apr	8-Apr	13-Apr		14-Apr
ABALORIO, WEDLYN P.	TCE II	None	Office	Encoding/Updating of Individual Leave Card	Office	Encoding/Updating of Individual Leave Card	Encoding/Updating of Individual Leave Card	Office	Encoding/Updating of Individual Leave Card	Office	Encoding/Updating of Individual Leave Card	Encoding/Updating of Individual Leave Card	Office	Encoding/Updating of Individual Leave Card	Office	Encoding/Updating of Individual Leave Card	Encoding/Updating of Individual Leave Card	
ALEJANDRO, REMEDIOS L.	ADAS V	Senior Citizen	Sorting of remittances	Sorting of remittances	Office	Office	Sorting of remittances	Sorting of remittances	Sorting of remittances	Office	Office	Sorting of remittances	Sorting of remittances	Sorting of remittances	Office	Office	Sorting of remittances	
ANTIDO, JUDITHA P.	ADA VI	None	On leave	On Leave	On Leave	On Leave	On Leave	Office	Sorting of remittances	Office	Sorting of Remittances	Sorting of remittances	Office	Sorting of remittances	Office	Sorting of Remittances	Sorting of remittances	
AREGLADO, NERIO CLENTON R.	AO II	None	Office	Loan Verification	Office	Loan Verification	Loan Verification	Office	Loan Verification	Office	Loan Verification	Loan Verification	Office	Loan Verification	Office	Loan Verification	Loan Verification	
CAMILA, EVELYN G.	AO IV	Senior Citizen	Office	Encoding/Updating of Individual Leave Card	Office	Encoding/Updating of Individual Leave Card	Encoding/Updating of Individual Leave Card	Office	Encoding/Updating of Individual Leave Card	Office	Encoding/Updating of Individual Leave Card	Encoding/Updating of Individual Leave Card	Office	Encoding/Updating of Individual Leave Card	Office	Encoding/Updating of Individual Leave Card	Encoding/Updating of Individual Leave Card	
CEZAR, MARIA EVA A.	ADAS II	None	Filing of PDS	Office	Office	Filing of SALN	Filing of Form 6	Filing of Form 6	Office	Office	Filing of Form 6	Filing of Form 6	Filing of Form 6	Office	Office	Filing of Form 6	Filing of Form 6	

Name of Personnel	Position	Pre-existing Health Condition and/or disease (if applicable)	Days of Work Attendance and Time and Period/Work to be Done														Remarks
			23-Mar	24-Mar	25-Mar	26-Mar	27-Mar	30-Mar	31-Mar	1-Apr	2-Apr	3-Apr	6-Apr	7-Apr	8-Apr	13-Apr	
DE LA CRUZ, FERNANDA L.	ADA VI	None	Sorting of remittances	Sorting of remittances	Office	Office	Sorting of remittances	Sorting of remittances	Sorting of remittances	Office	Office	Sorting of remittances	Sorting of remittances	Sorting of remittances	Office	Office	Sorting of remittances
DELOPERE, JANICE C.	AO II	None	Office	Office	Encoding/Updating of Individual Leave Card	Encoding/Updating of Individual Leave Card	Encoding/Updating of Individual Leave Card	Office	Office	Encoding/Updating of Individual Leave Card	Encoding/Updating of Individual Leave Card	Encoding/Updating of Individual Leave Card	Office	Office	Encoding/Updating of Individual Leave Card	Encoding/Updating of Individual Leave Card	Encoding/Updating of Individual Leave Card
ENRIQUEZ, JOSELITO E.	ADA VI	None	Conversion of Payfile	Office	Office	Conversion of Payfile	Conversion of Payfile	Conversion of Payfile	Office	Office	Conversion of Payfile	Conversion of Payfile	Conversion of Payfile	Office	Office	Conversion of Payfile	Conversion of Payfile
GADDI, MILGRACE A.	ADA VI	None	Updating of Google Sheet Record	Office	Updating of Google Sheet Record	Office	Updating of Google Sheet Record	Updating of Google Sheet Record	Office	Updating of Google Sheet Record	Office	Updating of Google Sheet Record	Updating of Google Sheet Record	Office	Updating of Google Sheet Record	Office	Updating of Google Sheet Record
MALQUISTO, NENITA D.	ADA VI	Senior Citizen	Sorting of remittances	Office	Office	Sorting of Remittances	Sorting of remittances	Sorting of remittances	Office	Office	Sorting of Remittances	Sorting of remittances	Sorting of remittances	Office	Office	Sorting of Remittances	Sorting of remittances
ROSALES, EVA D.	AO V	None	Office	Office	Office	Office	Preparation of Minutes of QMR/PMT/Provident Meetings	Office	Office	Office	Office	Editing and Updating of Operations Manual	Office	Office	Office	Office	Editing and Updating of Operations Manual

Name of Personnel	Position	Pre-existing Health Condition and/or disease (if applicable)	Days of Work Attendance and Time and Period/Work to be Done														Remarks	
			23-Mar	24-Mar	25-Mar	26-Mar	27-Mar	30-Mar	31-Mar	1-Apr	2-Apr	3-Apr	6-Apr	7-Apr	8-Apr	13-Apr		14-Apr
SUMAPIG, BIENVENIDO U.	ADAS II	PWD	Encoding/Updating of Individual Leave Card	Office	Encoding/Updating of Individual Leave Card	Office	Encoding/Updating of Individual Leave Card	Encoding/Updating of Individual Leave Card	Office	Encoding/Updating of Individual Leave Card	Office	Encoding/Updating of Individual Leave Card	Encoding/Updating of Individual Leave Card	Office	Encoding/Updating of Individual Leave Card	Office	Encoding/Updating of Individual Leave Card	
TUAZON, MARIA CYNTHIA A.	ADAS II	Senior Citizen	Sorting of remittances	Sorting of remittances	Office	Office	Sorting of remittances	Sorting of remittances	Sorting of remittances	Office	Office	Sorting of remittances	Sorting of remittances	Sorting of remittances	Office	Office	Sorting of remittances	
VIRTUDES, REGIN T.	ADA III	None	Consolidation of Billings	Office	Office	Consolidation of Billings	Consolidation of Billings	Consolidation of Billings	Office	Office	Consolidation of Billings	Consolidation of Billings	Consolidation of Billings	Office	Office	Consolidation of Billings	Sorting of remittances	

Recommending Approval:


EVA D. ROSALES

AO V (Personnel)

Date:


MERCEDES D. SARMIENTO
 Chief, Administrative Division

Approved:

RAMIR B. UYTICO EdD, CESO IV
 Director IV

OFFICE/HOME WORKWEEK PLAN

Instructions:

1. Write the word **OFFICE** on the date where the employee will report to the office at least two (2) days per week.
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DIVISION/UNIT/SECTION: Administrative Division/ Asset Management Section

Name of Personnel	Position	Pre-existing Health Condition and/or disease (if applicable)	Days of Work Attendance and Time and Period/Work to be Done														Remarks		
			23-Mar	24-Mar	25-Mar	26-Mar	27-Mar	30-Mar	31-Mar	1-Apr	2-Apr	3-Apr	6-Apr	7-Apr	8-Apr	13-Apr		14-Apr	
ELIZABETH E. CABOBOY	SAO/Supply Officer Designate	Asthma	Develop Rubrics of IPCR Home			Office	Office	Check Rubrics of IPCR of AMS STAFF Home			Office	Office	Sign various docs/IAR/PO Home			Office	Office		
MA. LAURA F. PAGLINAWAN	AO V	Hypertension	Office	Office	Develop Rubrics of IPCR Home			Office	Office	Edit Rubrics of IPCR Home			Office	Office	Check logbook of deliveries/PO/IAR Home				
ERNA B. PARINA	AO I	Hypertension	Develop Rubrics Home	Office	Office	Develop Rubrics Home			Develop Rubrics Home	Office	Office	Edit Rubrics of IPCR Home		Encode PO's Home	Office	Office	Encode PO's Home		
ANDREY GAY N. CALIPAYAN	AA VI	Hypertension	Develop Rubrics Home		Office	Office	Develop Rubrics Home	Edit Rubrics of IPCR Home		Office	Office	Check Docs of Supplier (TVL) Home	Check Docs of Supplier Home		Office	Office	Check docs for payment Home		
SARAH A. LAPIDARIO	AA IV	N/A	Develop Rubrics of IPCR Home			Office	Office	Edit Rubrics of IPCR/Check Docs of Supplier (TVL) Home			Office	Office	Check docs for payment of supplier Home			Office	Office		
RANDOLPH JOHN MURRY L. CATALA	COS	N/A	Office	Office	Develop Rubrics of IPCR Home			Office	Office	Edit Rubrics of IPCR/Check Docs of Supplier (TVL) Home			Office	Office	Check docs for payment of supplier Home				

Recommending Approval:

ELIZABETH E. CABOBOY

SAO/Supply Officer Designate

Date: *March 19, 2020*

MERCEDES D. SARMIENTO

Chief-Administrative Division

Date:

Approved:

RAMIR B. UYTICO EdD, CESO IV

Director IV

OFFICE/HOME WORKWEEK F

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DIVISION/UNIT/SECTION: Cash Section

Name of Personnel	Position	Pre-existing Health Condition and/or disease (if applicable)	Days of Work Attendance and Time and Period/Work to be Done														Remarks	
			23-Mar	24-Mar	25-Mar	26-Mar	27-Mar	30-Mar	31-Mar	01-Apr	02-Apr	03-Apr	06-Apr	07-Apr	08-Apr	13-Apr		14-Apr
RUSSEL L. RESCO	AO V	None	Revision and finalization of IPCRF 2020 Targets	OFFICE	OFFICE	Preparation of RCI/RADAI	Preparation of RCI/RADAI	Review and Updating of Cash Section Operation Manual	OFFICE	OFFICE	Preparation of CkADAD Record	Preparation of MRD and RAAF	Preparation of RCI/RADAI	OFFICE	OFFICE	Review and Updating of Cash Section Operation Manual	Preparation of RCI/RADAI	
LUCIA B. AGUILA	AO I	None	OFFICE	OFFICE	Revision and finalization of IPCRF 2020 Targets	Preparation of RCI	Preparation of RCD	OFFICE	OFFICE	Preparation of CkADAD Record	Preparation of CRR	Review of Cash Section Operation Manual and recommend revision if any	OFFICE	OFFICE	Preparation of RCI	Preparation of RCD	Preparation of CRR	
JOSEPHINE L. TAJARROS	AA VI	None	Preparation of RCI	OFFICE	OFFICE	Revision and finalization of IPCRF 2020 Targets	Preparation of RCD	Review of Cash Section Operation Manual and recommend revision if any	OFFICE	OFFICE	Preparation of Authority to transfer for staled check to new ATMs	Preparation of RCI	Preparation of RCD	Preparation of RCI	Editing of Cash Section Operation Manual	OFFICE	OFFICE	
ELEZABETH C. CORNITO	AA IV	None	Preparation of RCD	Preparation of RCD	OFFICE	Revision and finalization of IPCRF 2020 Targets	OFFICE	Review of Cash Section Operation Manual and recommend revision if any	OFFICE	Preparation of CRR	OFFICE	Preparation of BIR tax MAP	Preparation of BIR tax MAP	Preparation of RCD	Preparation of RCD	OFFICE	OFFICE	
MILLEA JOY B. URBANO	AdAs III	None	Preparation of RCI	Preparation of RCD	Revision and finalization of IPCRF 2020 Targets	OFFICE	OFFICE	Review of Cash Section Operation Manual and recommend revision if any	Preparation of RCI	Preparation of CRR and CkADAD Record	OFFICE	OFFICE	Preparation of RCI	Preparation of RCD	OFFICE	Preparation of RCI	OFFICE	

Recommending Approval:


RUSSEL L. RESCO
 AO V (Cashier III)
 Date: _____


MERCEDES D. SARMIENTO
 Chief, Administrative Division

Approved:

RAMIR B. UYRICO EdD, CESO IV
 Director IV

OFFICE/HOME WORKWEEK PLAN

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DIVISION/UNIT/SECCION: General Services Unit

Name of Personnel	Position	Pre-existing Health Condition and/or disease (if applicable)	Days of Work Attendance and Time and Period/Work to be Done														Remarks	
			23-Mar	24-Mar	25-Mar	26-Mar	27-Mar	30-Mar	31-Mar	01-Apr	02-Apr	03-Apr	06-Apr	07-Apr	08-Apr	13-Apr		14-Apr
Apple T. Reyes	AO IV	None	Prepare IPCRF		Office	Office	Revision of Operations Manual		Office	Office	Revision of Operations Manual		Prepare					
Linaflor I. Tajo	ADAS III	None	Office	Prepare IPCRF		Office	Office	Prepare IPPD		Office	Office	Prepare Monthly Reports						
Evangeline N. Selloga	ADA I	None	Prepare IPCRF	Office	Office	Prepare IPCRF		IPCRF	Office	Office	Prepare IPCRF Liquidate		IPPD	Office	Office	Prepare IPPD	Office	
Harley M. Hamoy	ADAS II	Diabetic, Hypertension	Office	Prepare IPCRF	Office	Prepare IPCRF		Office	IPCRF	Office	Liquidate previous travels		Office	IPPD	Office	Prepare IPPD		
Jojo M. Senecio	ADA IV	None	Office	Office	Prepare IPCRF, and liquidate previous travels		Office	Office	Prepare IPCRF, and liquidate previous travels		Office	Office	Prepare IPPD					
Nieto E. Yerro	ADA III	None	Prepare IPCRF		Office	Office	Prepare IPCRF, and liquidate previous travels		Office	Office	Prepare IPCRF, and liquidate previous travels		Office	Office	Prepare IPPD			
Joseph Z. Tuason	ADA IV	None	Office	Office	Prepare IPCRF, and liquidate previous travels		Office	Office	Prepare IPCRF, and liquidate previous travels		Office	Office	Prepare IPPD					
Jose Vicente E. Adre	ADA I	Hypertension	Prepare IPCRF		Office	Office	Prepare IPCRF, and liquidate previous travels		Office	Office	Prepare IPCRF, and liquidate previous travels		Office	Office	Prepare IPPD			

Recommending Approval:


APPLE T. REYES
 Administrative Officer IV
 Date:


MERCEDES D. SARMIENTO
 Chief Administrative Officer

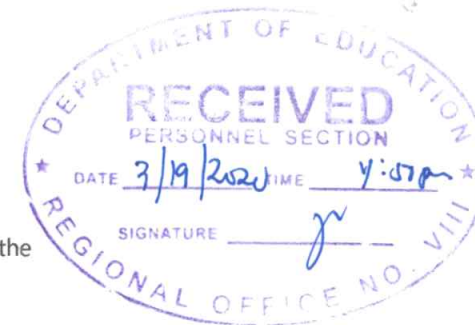
Approved:


RAMIR B. UYTICO EdD, CESO IV
 Director IV

OFFICE/HOME WORKWEEK PLAN

Instructions:

1. Write the word OFFICE on the date where the employee will report to the office at least two (2) days per week.
2. Write HOME on the date the employee opts to work at home.
3. The Chief/Section/Unit Head shall write the specific tasks to be done at home by the employee. MOVs shall be provided by the employee and validated by the Chief upon return to the Office.



DIVISION/UNIT/SECION: RECORDS SECTION

Name of Personnel	Position	Pre-existing Health Condition and/or disease (if applicable)	Days of Work Attendance and Time and Period/Work to be Done														Remarks	
			23-Mar	24-Mar	25-Mar	26-Mar	27-Mar	30-Mar	31-Mar	01-Apr	02-Apr	03-Apr	06-Apr	07-Apr	08-Apr	13-Apr		14-Apr
ALDONIA V. DUMAGSA	AO-V	Immunocompromised person due to aplastic anemia and diabetes (Senior Citizen)																
IRIS N. CORDETA	ADA-VI		HOME	OFFICE	OFFICE	OFFICE	HOME	HOME	OFFICE	OFFICE	OFFICE	HOME	HOME	OFFICE	OFFICE	HOME	OFFICE	
NILO C. CLOSA	ADA-IV	Diabetic (Senior Citizen)																
JUANERICO D. ATILLO	ADA IV		HOME OFFICE	OFFICE HOME	OFFICE	OFFICE HOME	OFFICE	HOME OFFICE	HOME	OFFICE	HOME	OFFICE	OFFICE	HOME	OFFICE	OFFICE	HOME	
AIMEE CAMINO	J.O.		OFFICE	OFFICE	HOME	OFFICE	OFFICE	OFFICE	OFFICE	HOME	OFFICE	OFFICE	OFFICE	OFFICE	HOME	OFFICE	OFFICE	

Recommending Approval:

ALDONIA V. DUMAGSA, AO V (Records)

Name and Signature of Division/Unit Head

Date:

MERCEDES D. SARMIENTO, Chief Administrative Officer

Approved:

RAMIR B. UYTICO EdD, CESO IV

Director IV

HOME WORKWEEK PLAN

IRIS N. CORDETA (March 23, 27, 30, April 3, 6 and 13, 2020)

1. Tracking of Actions taken on communication released at the Records Section
2. Segregation of files
3. Filing of segregated files
4. Updating of IPCRF
5. Printing of labels for filers in conformance to standards

AIMEE CAMINO (March 25, April 1 and 8, 2020)

1. Rewriting of entries on logbooks in preparation for ISO reaccreditation
2. Updating of IPCRF
3. Assist in filing of segregated files

JUANERICO D. ATILLO (March 24, 26, 31, April 3, 7 and 14, 2020)

1. Prepare reports for the activities undertaken the previous day while in office (Cash Section)
2. Prepare transmittal for Postal Office deliveries
3. Update IPCRF

Recommending Approval:



ALMA E. SUYOM
Chief, Finance Division

Date:

Approved:



RAMIR B. UYTICO EdD, CESO IV
Director IV

OFFICE/HOME WORKWEEK PLAN

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DIVISION/UNIT/SECION: FTAD

Name of Personnel	Position	Pre-existing Health Condition and/or disease (if applicable)	Days of Work Attendance and Time and Period/Work to be Done															Remarks
			23-Mar	24-Mar	25-Mar	26-Mar	27-Mar	30-Mar	31-Mar	01-Apr	02-Apr	03-Apr	06-Apr	07-Apr	08-Apr	13-Apr	14-Apr	
Alejandrino L. Yman EdD	EPS		OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME	
Reynaldo E. Nayre PhD	EPS		HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	HOME	
Geraldine Mangaliman	EPS - Designate		HOME	OFFICE	HOME	HOME	OFFICE	HOME	OFFICE	HOME	HOME	OFFICE	HOME	OFFICE	HOME	HOME	OFFICE	
Dalmacio C. Sabio	AO IV		HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	HOME	
Anna Lyn B., Lim	ADAS I		OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	

Recommending Approval:


Alejandrino L. Yman EdD.

March 20, 2020

Approved:


RAMIR B. UYTICO EdD, CESO IV

Director IV

OFFICE/HOME WORKWEEK PLAN

Instructions:

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2. Write HOME on the date the employee opts to work at home.
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DIVISION/UNIT/SECTION: CLMD

Name of Personnel	Position	Pre-existing Health Condition and/or disease (if applicable)	Days of Work Attendance and Time and Period/Work to be Done															Remarks	
			Mar 23 Mon	Mar 24 Tues	Mar 25 Wed	Mar 26 Thurs	Mar 27 Fri	Mar 30 Mon	Mar 31 Tues	Apr 1 Wed	Apr 2 Thurs	Apr 3 Fri	Apr 6 Mon	Apr 7 Tues	Apr 8 Wed	Apr 13 Thurs	Apr 14 Fri		
Dr. Rosemarie M. Guino	EPS (OIC-Chief)	Chronic Rhinitis	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME		
Dr. Rowena T. Vacal	EPS	Hypertensive	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME		
Mrs. Sarah S. Cabaluna	EPS	Asthmatic	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME		
Dr. Amenia C. Aspa	EPS	N/A	HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	HOME		
Dr. Gertrudes C. Mabutin	EPS	N/A	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME		
Mr. Joy B. Bihag	EPS	N/A	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME		
Dr. Ryan R. Tiu	EPS	Allergic Rhinitis	HOME Q	HOME Q	HOME Q	HOME Q	HOME Q	HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	HOME	Home quarantine until 3/27/20	
Mr. Dean Ric M. Endriano	EPS	Asthmatic and Chronic Rhinitis	HOME Q	HOME Q	HOME Q	HOME Q	HOME Q	HOME Q	HOME	HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	Home quarantine until 3/28/20
Mr. Alfredo P. Café	EPS	N/A	HOME	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	HOME	HOME		

Dr. Nova P. Jorge	EPS	N/A	HOME Q	HOME Q	HOME Q	HOME Q	HOME Q	HOME Q	HOME Q	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	HOME	HOME	Home quarantine until 3/27/20
Teodorico C. Peliño Jr.	EPS	Allergic Rhinitis	HOME Q	HOME Q	HOME Q	HOME Q	HOME Q	HOME Q	HOME Q	HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	Home quarantine until 3/27/20
Romeo A. Alvarado	TAS	Diabetic	HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	HOME	
Marlene C. Arinto	ADAS II	N/A	HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	HOME	
Noemi R. Bituaran	AA II	Hypertensive, Diabetic with arthritis	HOME	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	HOME	HOME	
Romeo A. Mediana	AA II	Hypertensive and Asthmatic	HOME	HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	OFFICE	
Cristy Jane C. Jabagat	COS	Asthmatic	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME	
Hydelyn Navarra-Cinco	LIBRARIAN II	Pregnant	HOME	HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	
Federico B. Vacal Jr.	COS	N/A	HOME	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	HOME	HOME	
Romeo R. Caamod	COS	N/A	HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	HOME	

Recommending Approval:


ROSEMARIE M. GUINO EdD
 Division/Unit Head

Date: **March 20, 2020**

Approved: 
RAMIR B. UYTICO EdD, CESO IV
 Director IV

OFFICE/HOME WORKWEEK PLAN

Instructions:

1. Write the word OFFICE on the date where the employee will report to the office at least two (2) days per week.
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DIVISION/UNIT/SECTION: Human Resource Development Division (HRDD)

Name of Personnel	Position	Pre-existing Health Condition and/or disease (if applicable)	Days of Work Attendance and Time and Period/Work to be Done														Remarks	
			23-Mar	24-Mar	25-Mar	26-Mar	27-Mar	30-Mar	31-Mar	01-Apr	02-Apr	03-Apr	06-Apr	07-Apr	08-Apr	13-Apr		14-Apr
Harvie D. Villamor	Chief	Asthma, Hyperthyroidism	Office	Office	Monitor the progress of the task assigned to HRDD personnels; decide on issues and concerns submitted for actions	Monitor the progress of the task assigned to HRDD personnels; decide on issues and concerns submitted for actions	Monitor the progress of the task assigned to HRDD personnels; decide on issues and concerns submitted for actions	Office	Office	Monitor the progress of the task assigned to HRDD personnels; decide on issues and concerns submitted for actions	Monitor the progress of the task assigned to HRDD personnels; decide on issues and concerns submitted for actions	Monitor the progress of the task assigned to HRDD personnels; decide on issues and concerns submitted for actions	Office	Office	Monitor the progress of the task assigned to HRDD personnels; decide on issues and concerns submitted for actions	Monitor the progress of the task assigned to HRDD personnels; decide on issues and concerns submitted for actions	Monitor the progress of the task assigned to HRDD personnels; decide on issues and concerns submitted for actions	
Alejandra B. Lagumbay	EPS	None	Home:Consolidate the gathered data of the validation for ILPDDS	Home:Consolidate the gathered data of the validation for ILPDDS	Office	Home:Consolidate the gathered data of the validation for ILPDDS	Office	Home(Analyze the consolidated data)	Home:Consolidate the gathered data of the validation for ILPDDS	Office	Home(Analyze the consolidated data)	Office	Home (prepare the report of the validation of ILPDDS)	Home(Analyze the consolidated data)	Office	Home(Analyze the consolidated data)	Office	
Josemilo P. Ruiz	EPS	None	(Home)Consolidate the gathered data of the validation for SHDP	(Home)Consolidate the gathered data of the validation for SHDP	Office	Office	(Home)Consolidate the gathered data of the validation for SHDP	(Home)Consolidate the gathered data of the validation for SHDP	(Home)Consolidate the gathered data of the validation for SHDP	Office	Office	(Home)Consolidate the gathered data of the validation for SHDP	(Home)Consolidate the gathered data of the validation for SHDP	(Home)Consolidate the gathered data of the validation for SHDP	Office	Office	(Home)Consolidate the gathered data of the validation for SHDP	
Dandy G. Acuin	EPS	Hyperacidity	(Home)Research Proposal Finalization, Encoding of Calbayog City Division GAD AR Thru GMMS PCW portal, Procurement papers for HRDD Activities	(Home)Research Proposal Finalization, Encoding of Calbayog City Division GAD AR Thru GMMS PCW portal, Procurement papers for HRDD Activities	(Home)Research Proposal Finalization, Encoding of Calbayog City Division GAD AR Thru GMMS PCW portal, Procurement papers for HRDD Activities	Office	Office	(Home)Research Proposal Finalization, Encoding of Calbayog City Division GAD AR Thru GMMS PCW portal, Procurement papers for HRDD Activities	(Home)Research Proposal Finalization, Encoding of Calbayog City Division GAD AR Thru GMMS PCW portal, Procurement papers for HRDD Activities	(Home)Research Proposal Finalization, Encoding of Calbayog City Division GAD AR Thru GMMS PCW portal, Procurement papers for HRDD Activities	Office	Office	(Home)Research Proposal Finalization, Encoding of Calbayog City Division GAD AR Thru GMMS PCW portal, Procurement papers for HRDD Activities	(Home)Research Proposal Finalization, Encoding of Calbayog City Division GAD AR Thru GMMS PCW portal, Procurement papers for HRDD Activities	(Home)Research Proposal Finalization, Encoding of Calbayog City Division GAD AR Thru GMMS PCW portal, Procurement papers for HRDD Activities	Office	Office	
Maureen Charisse A. Maltos	EPS II	None	OFFICE	OFFICE	HOME (Editing and updating of the HRDD Operations Manual Core Processes to Version 5)	HOME (Editing and updating of the HRDD Operations Manual Core Processes to Version 5)	HOME (Editing and updating of the HRDD Operations Manual Process Flow to Version 5)	OFFICE	OFFICE	HOME (Editing and updating of the HRDD Operations Manual Process Flow to Version 5)	HOME (Editing and updating of the HRDD Operations Manual Process Flow to Version 5)	HOME (Editing and updating of the HRDD Operations Manual Process Flow to Version 5)	OFFICE	OFFICE	HOME (Editing of the proposed DepEd ROV III Scholars site	OFFICE	OFFICE	

Clark Dave P. Arante	EPS II	Type 1 Dia	HOME: Work on the Related Literature of the Research on Teachers' Competencies on Literacy and Numeracy	HOME: Work on the Related Literature of the Research on Teachers' Competencies on Literacy and Numeracy	Office	Office	HOME: Work on the Related Literature of the Research on Teachers' Competencies on Literacy and Numeracy	HOME: Work on the Related Literature of the Research on Teachers' Competencies on Literacy and Numeracy	HOME: Work on the Related Literature of the Research on Teachers' Competencies on Literacy and Numeracy	Office	Office	HOME: Work on the Related Literature of the Research on Teachers' Competencies on Literacy and Numeracy	HOME: Work on the Related Literature of the Research on Teachers' Competencies on Literacy and Numeracy	HOME: Work on the Related Literature of the Research on Teachers' Competencies on Literacy and Numeracy	Office	Office	HOME: Work on the Related Literature of the Research on Teachers' Competencies on Literacy and Numeracy
May Ann B. Ladrera	ADAS 1	Pregnant	(Home)Act on administrative concerns and issues of the HRDD personnels	(Home)Act on administrative concerns and issues of the HRDD personnels	(Home)Act on administrative concerns and issues of the HRDD personnels	(Home)Act on administrative concerns and issues of the HRDD personnels	(Home)Act on administrative concerns and issues of the HRDD personnels	(Home)Act on administrative concerns and issues of the HRDD personnels	(Home)Act on administrative concerns and issues of the HRDD personnels	(Home)Act on administrative concerns and issues of the HRDD personnels	(Home)Act on administrative concerns and issues of the HRDD personnels	(Home)Act on administrative concerns and issues of the HRDD personnels	(Home)Act on administrative concerns and issues of the HRDD personnels	(Home)Act on administrative concerns and issues of the HRDD personnels	(Home)Act on administrative concerns and issues of the HRDD personnels	(Home)Act on administrative concerns and issues of the HRDD personnels	(Home)Act on administrative concerns and issues of the HRDD personnels
Chona O. Zabala	DM 1	None	Office	(Home)Prepare billing and collection report; prepare purchase request for 2020 supplies and eqpt, prepare payroll for job J.O	(Home)Prepare billing and collection report; prepare purchase request for 2020 supplies and eqpt, prepare payroll for job J.O	Office	(Home)Prepare billing and collection report; prepare purchase request for 2020 supplies and eqpt, prepare payroll for job J.O	Office	(Home)Prepare billing and collection report; prepare purchase request for 2020 supplies and eqpt, prepare payroll for job J.O	(Home)Prepare billing and collection report; prepare purchase request for 2020 supplies and eqpt, prepare payroll for job J.O	Office	(Home)Prepare billing and collection report; prepare purchase request for 2020 supplies and eqpt, prepare payroll for job J.O	Office	(Home)Prepare billing and collection report; prepare purchase request for 2020 supplies and eqpt, prepare payroll for job J.O	Office	(Home)Prepare billing and collection report; prepare purchase request for 2020 supplies and eqpt, prepare payroll for job J.O	(Home)Prepare billing and collection report; prepare purchase request for 2020 supplies and eqpt, prepare payroll for job J.O
Jeremy Dave Aures	J.O	None	Office	Office	Office	Office	Office	Office	Office	Office	Office	Office	Office	Office	Office	Office	Office

Recommending Approval:

HARVIE D. VILLAMOR EdD

Chief, HRDD

Date: 9/19/2022

Approved:

RAMIR B. UYTICO EdD, CESO IV
Director IV

OFFICE/HOME WORKWEEK PLAN

Instructions:

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2. Write HOME on the date the employee opts to work at home.
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DIVISION/UNIT/SECION: HUMAN RESOURCE DEVELOPMENT DIVISION-NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES REGION VIII

Name of Personnel	Position	Pre-existing Health Condition and/or disease (if applicable)	Days of Work Attendance and Time and Period/Work to be Done																								Remarks	
			23-Mar	24-Mar	25-Mar	26-Mar	27-Mar	28-Mar	29-Mar	30-Mar	31-Mar	01-Apr	02-Apr	03-Apr	04-Apr	05-Apr	06-Apr	07-Apr	08-Apr	09-Apr	10-Apr	11-Apr	12-Apr	13-Apr	14-Apr			
1. Algo, Conrada E.	Contract of Service Employee		OFFICE	OFFICE	OFFICE	OFFICE	OFFICE				OFFICE	OFFICE	OFFICE	OFFICE	OFFICE			OFFICE	OFFICE	OFFICE	OFFICE	OFFICE			OFFICE	OFFICE		
2. Palaña, Crisostomo B.	Contract of Service Employee		OFFICE	OFFICE	OFFICE	OFFICE	OFFICE			OFFICE	OFFICE	OFFICE	OFFICE	OFFICE	OFFICE			OFFICE	OFFICE	OFFICE	OFFICE	OFFICE			OFFICE	OFFICE		
3. Regato, Ritchie B.	Contract of Service Employee		OFFICE	OFFICE	OFFICE	OFFICE	OFFICE				OFFICE	OFFICE	OFFICE	OFFICE	OFFICE			OFFICE	OFFICE	OFFICE	OFFICE	OFFICE	OFFICE			OFFICE	OFFICE	
4. Torre, Ramon P.	Contract of Service Employee		OFFICE	OFFICE	OFFICE	OFFICE	OFFICE	OFFICE				OFFICE	OFFICE	OFFICE	OFFICE			OFFICE	OFFICE	OFFICE	OFFICE	OFFICE			OFFICE	OFFICE	OFFICE	

Recommending Approval:



HARVIE D. VILLAMOR EdD

Chief

Name and Signature of Division/Unit Head

Date: 3/23/2022

APPROVED:



RAMIR B. UYTICO EdD, CESO IV

Director IV

OFFICE/HOME WORKWEEK PLAN

March 23-27, 2020 and April 1-14, 2020

Instruction

1. Write the word OFFICE on the date where the employee will report to the office at least two (2) days per week.
2. Write HOME on the Date the employee opts to work at home.
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DIVISIONB/UNIT/SECTION: Quality Assurance Division

Name of Personnel	Position	Pre-existing Health Condition and/or disease (if applicable)	DAYS OF WORK Attendance and Time and Period/Work to be Done														Remarks	
			23-Mar	24-Mar	25-Mar	26-Mar	27-Mar	30-Mar	31-Mar	1-Apr.	2-Apr.	3-Apr.	6-Apr.	7-Apr.	8-Apr.	13-Apr		14-Apr.
Gerardo L. Adtoon	EPS	Migraine	Office	Office	Home	Home	Home	Office	Office	Home	Home	Home	Office	Office	Home	Home	Home	
Marlou D. Camposano	EPS	Hypertension	Office	Office	Home	Home	Home	Office	Office	Home	Home	Home	Office	Office	Home	Home	Home	
Sonny S. Tayum	EPS	Allergy Rhinitis	Home	Home	Office	Office	Home	Home	Home	Office	Office	Home	Home	Home	Office	Office	Home	
Rachel R. Cuevas	EPS	Diabetis	Home	Home	Office	Office	Home	Home	Home	Office	Office	Home	Home	Home	Office	Office	Home	
Jimmy Gula	EPS	None	Home	Home	Office	Office	Home	Home	Home	Office	Office	Home	Home	Home	Office	Office	Home	
Melvin Chito M. Solis	EPS	None	Home	Home	Home	Office	Office	Home	Home	Home	Office	Office	Home	Home	Home	Office	Office	
Franco A. Villamor	ADAS-6	None	Office	Office	Home	Home	Home	Office	Office	Home	Home	Home	Office	Office	Home	Home	Home	
Fernando A. Santos	ADAS-1		Home	Home	Home	Office	Office	Home	Home	Home	Office	Office	Home	Home	Home	Office	Office	
Rita R. Dimakiling	CES	Bradycardic	Home	Home	Home	Office	Office	Home	Home	Home	Office	Office	Home	Home	Home	Office	Office	

Recommending Approval:


RITA R. DIMAKILING, Ph.D

Chief, QAD

Date: March 19, 2020

Approved:


RAMIR B. UYTICO, ED.D, CESO IV
Director IV

OFFICE/HOME WORKWEEK PLAN

Instructions:

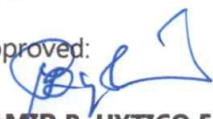
1. Write the word OFFICE on the date where the employee will report to the office at least two (2) days per week.
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DIVISION/UNIT/SECION: Policy, Planning and Research Division

Name of Personnel	Position	Pre-existing Health Condition and/or disease (if applicable)	Days of Work Attendance and Time and Period/Work to be Done														Remarks	
			23-Mar	24-Mar	25-Mar	26-Mar	27-Mar	30-Mar	31-Mar	01-Apr	02-Apr	03-Apr	06-Apr	07-Apr	08-Apr	13-Apr		14-Apr
Dr. Isidro C. Catubig	Chief		HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	HOME	
Dr. John M. Delorino	EPS		OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME	
Marcelina L. Villamor	SEPS	Asthmatic, Rheumatism, Highblood	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME	
Mark Lito B. Gallano	PO III		HOME	HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	
Jennylynd D. Daya	EPS II		OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME	
Epifania G. Melchor	Statistician I		HOME	HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	
Primitiva B. Boco	ADAS I		HOME	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	HOME	HOME	

Recommending Approval:


ISIDRO C. CATUBIG EdD
 March 20, 2020

Approved:

RAMIR B. UYTICO EdD, CESO IV
 Director IV

OFFICE/HOME WORKWEEK PLAN

Instructions:

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DIVISION/UNIT/SECTION: _____ Education Support Services Division

Name of Personnel	Position	Pre-existing Health Condition and/or disease (if applicable)	Days of Work Attendance and Time and Period/Work to be Done														Remarks	
			23-Mar	24-Mar	25-Mar	26-Mar	27-Mar	30-Mar	31-Mar	1-Apr	2-Apr	3-Apr	6-Apr	7-Apr	8-Apr	13-Apr		14-Apr
VERUNQUE, CESAR P.	CHIEF	Hypertensive	Still in Mandatory Home Quarantine		Supervised ESSD Programs and Projects	OFFICE	OFFICE	OFFICE	OFFICE	Supervised ESSD Programs and Projects			OFFICE	OFFICE	Supervised ESSD Programs and Projects			
GERONA, MA. ELSA	MO IV	Hypertensive, Diabetic	OPCR REVIEW	OPCR REVIEW	OFFICE	OPCR REVIEW	OFFICE	IPCR REVIEW	IPCR REVIEW	OFFICE	IPCR REVIEW	OFFICE	OPERATION S MANUAL REVIEW	OPERATION S MANUAL REVIEW	OFFICE	OPERATION S MANUAL REVIEW	OFFICE	
FIRMO, EMMANUEL JR.	PDO II	Asthmatic with history severe pneumonia	OFFICE	OFFICE	DRRM MONITORING OF SDOS ON SCHOOLS NOTED AS QUARANTINE AREA			OFFICE	OFFICE	DRRM MONITORING			OFFICE	OFFICE	DRRM MONITORING			
CUEVAS, ELMER ALBERT	DENTIST III	Hypertensive, Diabetic	OPCR REVIEW	OFFICE	OPCR REVIEW	OFFICE	OPCR REVIEW	IPCR REVIEW	OFFICE	IPCR REVIEW	OFFICE	IPCR REVIEW	OPERATION S MANUAL REVIEW	OFFICE	OPERATION S MANUAL REVIEW	OFFICE	OPERATION S MANUAL REVIEW	
LUATON, ADARA LOURDES	ND II	PREGNANT	(HOME) DRAFTING OF IPCR 2020	(HOME) DRAFTING OF IPCR 2020	(HOME) DRAFTING OF IPCR 2020	(HOME) MONITORING OF SBFP TERMINAL REPORT	(HOME) MONITORING OF SBFP TERMINAL REPORT	(HOME) MONITORING OF SBFP TERMINAL REPORT	(HOME) MONITORING OF SBFP TERMINAL REPORT	(HOME) MONITORING OF SBFP TERMINAL REPORT	(HOME) MONITORING OF SBFP TERMINAL REPORT	(HOME) MONITORING OF SBFP TERMINAL REPORT	(HOME) DRAFTING OF THE REVISION OF OPERATIONAL MANUAL	(HOME) DRAFTING OF THE REVISION OF OPERATIONAL MANUAL	(HOME) DRAFTING OF THE REVISION OF OPERATIONAL MANUAL	(HOME) DRAFTING OF THE REVISION OF OPERATIONAL MANUAL	(HOME) DRAFTING OF THE REVISION OF OPERATIONAL MANUAL	WORK FROM HOME
PAGLINAWAN, EDUARDO	DENTAL AIDE	None	OFFICE	OFFICE	TASK AS DIRECTED BY THE SHS UNIT HEAD	TASK AS DIRECTED BY THE SHS UNIT HEAD	TASK AS DIRECTED BY THE SHS UNIT HEAD	OFFICE	OFFICE	TASK AS DIRECTED BY THE SHS UNIT HEAD	TASK AS DIRECTED BY THE SHS UNIT HEAD	TASK AS DIRECTED BY THE SHS UNIT HEAD	OFFICE	OFFICE	TASK AS DIRECTED BY THE SHS UNIT HEAD	TASK AS DIRECTED BY THE SHS UNIT HEAD	TASK AS DIRECTED BY THE SHS UNIT HEAD	
BETANA, ILDEFONSO	ADAS II	None	OFFICE	OFFICE	TASK AS DIRECTED BY THE CHIEF	TASK AS DIRECTED BY THE CHIEF	TASK AS DIRECTED BY THE CHIEF	OFFICE	OFFICE	TASK AS DIRECTED BY THE CHIEF	TASK AS DIRECTED BY THE CHIEF	TASK AS DIRECTED BY THE CHIEF	OFFICE	OFFICE	TASK AS DIRECTED BY THE CHIEF	TASK AS DIRECTED BY THE CHIEF	TASK AS DIRECTED BY THE CHIEF	

ARANAS, MARCELITO	ADAS I	None	TASK AS DIRECTED BY THE CHIEF	OFFICE	TASK AS DIRECTED BY THE CHIEF	OFFICE	TASK AS DIRECTED BY THE CHIEF	TASK AS DIRECTED BY THE CHIEF	OFFICE	TASK AS DIRECTED BY THE CHIEF	OFFICE	TASK AS DIRECTED BY THE CHIEF	TASK AS DIRECTED BY THE CHIEF	OFFICE	TASK AS DIRECTED BY THE CHIEF	OFFICE	TASK AS DIRECTED BY THE CHIEF	
HOMERES, FERNANDO	DRAFTS MAN	Hypertensive	OFFICE	OFFICE	TASK AS DIRECTED BY THE CHIEF	TASK AS DIRECTED BY THE CHIEF	TASK AS DIRECTED BY THE CHIEF	OFFICE	OFFICE	TASK AS DIRECTED BY THE CHIEF	TASK AS DIRECTED BY THE CHIEF	TASK AS DIRECTED BY THE CHIEF	OFFICE	OFFICE	TASK AS DIRECTED BY THE CHIEF	TASK AS DIRECTED BY THE CHIEF	TASK AS DIRECTED BY THE CHIEF	
SUAREZ, TERESITA	ADAS II	None	TASK AS DIRECTED BY THE CHIEF	OFFICE	OFFICE	TASK AS DIRECTED BY THE CHIEF	TASK AS DIRECTED BY THE CHIEF	TASK AS DIRECTED BY THE CHIEF	OFFICE	OFFICE	TASK AS DIRECTED BY THE CHIEF	TASK AS DIRECTED BY THE CHIEF	TASK AS DIRECTED BY THE CHIEF	OFFICE	OFFICE	TASK AS DIRECTED BY THE CHIEF	TASK AS DIRECTED BY THE CHIEF	
BAGON, RYAN JAY	ENGR. II	Hypertensive	Mandatory Home Quarantine Period			OFFICE	OFFICE	Formulation of POW of School Building projects			OFFICE	Formulation of POW of School Building projects			MANDATORY HOME QUARANTINE			
PETER KIM TI-IN	JO	Post-Op	OFFICE	OFFICE	Lay-outing of the Palaro Uniform			OFFICE	OFFICE	Editing of the EVRAA Technical Guidelines			OFFICE	OFFICE	Editing of the EVRAA Technical Guidelines			
DADAP, EDEN	PDO IV	Hypertensive	Mandatory Home Quarantine Period				Monitoring of SPPS Activities		OFFICE	Monitoring of SPPS Activities	Monitoring of SPPS Activities		OFFICE	Monitoring of SPPS Activities	MANDATORY HOME QUARANTINE			

Recommending Approval:

CESAR P. VERUNQUE

Chief, ESSD

Date:

Approved:

RAMIR B. UYTICO EdD, CESO IV

Director IV

OFFICE/HOME WORKWEEK PLAN

Instructions:

1. Write the word OFFICE on the date where the employee will report to the office at least two (2) days per week.
2. Write HOME on the date the employee opts to work at home.
3. The Chief/Section/Unit Head shall write the specific tasks to be done at home by the employee. MOVs shall be provided by the employee and validated by the Chief upon return to the Office.

DIVISION/UNIT/SECION: BAC OFFICE

Name of Personnel	Position	Pre-existing Health Condition and/or disease (if applicable)	Days of Work Attendance and Time and Period/Work to be Done														Remarks	
			23-Mar	24-Mar	25-Mar	26-Mar	27-Mar	30-Mar	31-Mar	1-Apr	2-Apr	3-Apr	6-Apr	7-Apr	8-Apr	13-Apr		14-Apr
MARISOL V. BOLLENA	JO	N/A	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME	OFFICE	OFFICE	HOME	OFFICE	OFFICE	
ALBERT B. AVILA	ADAS II	N/A	HOME	HOME	OFFICE	OFFICE	HOME	HOME	HOME	HOME	OFFICE	OFFICE	HOME	OFFICE	OFFICE	HOME	HOME	

Recommending Approval:



RACHEL R. CUEVAS

Name and Signature of Division/Unit Head

Date:

Approved:



RAMIR B. UYTICO EdD, CESO IV

Director IV