



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

March 22, 2023

OFFICE MEMORANDUM

No. **172**, s. 2023

To: **Assistant Regional Director**
Division Chiefs
Section and Unit Heads
All Others Concerned

SCHEDULE OF ASSIGNMENT OF UTILITY WORKERS

1. This is to inform all the functional divisions of the area of assignment of Agency Contracted Utility Workers as follows:

Utility Worker	Area/Office of Assignment	Schedule
ARIES VELASCO	Office of the ARD	7:00 AM- 1:00 PM
	PPRD Office	
	FTAD Office	
	QAD Office	
	CASH SECTION	
	1 st Floor whole lobby and the landscaped area beside FTAD Office	Twice Daily (Morning and Afternoon)
	Common Comfort Room at the 1 st floor and all CRs of assigned offices	2:00 PM – 3:30PM
PEDRA Z. RAMOS	Other related tasks as requested by functional divisions/sections/units	3:30 PM – 4:00 PM
	• Wipe windows and clean blinds (every Friday) • Remove cobwebs (every Friday)	
	Disposal of garbage from all assigned offices	7:00 AM – 1:00 PM
	Personnel Section and Office of the CAO	
	Asset Management Section	
Records Section		
LRMS Office	Twice Daily (Morning and Afternoon)	
General Services Unit		
All CRs of assigned offices		



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		Other related tasks as requested by functional divisions/sections/units <ul style="list-style-type: none"> • Wipe windows and clean blinds (every Friday) • Remove cobwebs (every Friday) 	2:00 PM – 3:30 PM	
		Disposal of garbage from assigned offices	3:30 PM– 4:00 PM	
JERWEN DELECTOR	L.	Maintain landscaped area: <ul style="list-style-type: none"> • Outside the fence • Inside the fence around the office including beside the COA building • Back and front of AD Building • Gymnasium 	7:00 AM – 12:00 PM	
		Other tasks as assigned/requested by RO Officials and minor repair of cleaning tools and equipment as needed	1:00 PM – 4:00 PM	
BIENVENIDO MARI	T.	Office of the RD and Visitors Lounge	7:00 AM – 1:00 PM	
		ESSD Office		
		Legal Section		
		COA Office		
		SHS Office		
		Washstand (in front of the Gym)		
		ORD landscaped area		Twice Daily (Morning and Afternoon)
		All CRs of assigned offices		
		Other related tasks as requested by functional divisions/sections/units <ul style="list-style-type: none"> • Wipe windows and clean blinds (every Friday) • Remove cobwebs (every Friday) 	2:00 PM – 3:30 PM	
		Disposal of garbage from assigned offices	3:30 PM– 4:00 PM	
ROSENDO ANTILLON		Common Comfort Room on the 2 nd Floor and all CRs of assigned offices	Twice Daily (Morning and Afternoon)	
		Finance Division Office	7:00 AM – 12:00 PM	
		ICT Office		
		HRDD Office		
		CLMD Office		
		PAU Office		

	QMS Office	
	Surrounding grounds of PAU, CLMD, LRMS, and QMS Office	
	Other related tasks as requested by functional divisions/sections/units <ul style="list-style-type: none"> • Wipe windows and clean blinds (every Friday) • Remove cobwebs (every Friday) 	1:00 PM – 3:30 PM
	Disposal of garbage from assigned offices	3:30 PM– 4:00 PM

2. Utility Workers shall perform and are expected to maintain the cleanliness of the office tables, floor, ceiling, wall, windows, doors, comfort rooms, and the surroundings of the office premises and tasks assigned/ requested by the functional divisions/sections/units.

3. They shall render services for eight (8) hours daily and overtime services every first Saturday of the month to clean the Gymnasium, windows, and window blinds. Payment of overtime pay shall be charged against GSU Funds.

4. A Daily Maintenance Monitoring Sheet shall be distributed to all FDs every Monday to rate the performance of UWs and the same shall be collected every Friday. This is to monitor the cleanliness of all offices, the performance of UWs and to immediately respond to issues and concerns in relation to workplace maintenance and improvement.

5. This memorandum shall take effect immediately.

6. For information and guidance.



EVELYN R. FETALVERO. CESO IV
Regional Director

AD-GSU-ATR

