



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

January 15, 2024

OFFICE MEMORANDUM

AD-GSU-2024- 29

To: Director III
 Functional Division Chiefs
 All Others Concerned

AREA AND SCHEDULE OF ASSIGNMENT OF UTILITY WORKERS

1. This Office schedules that office assignments of the Utility Workers to maintain the cleanliness of office buildings, facilities, and surroundings.

Utility Worker	Area/Office of Assignment	Schedule
ARIES VELASCO	1. Office of the ARD	daily (7:00 – 7:30)
	2. PPRD Office	daily (7:30 – 8:00)
	3. FTAD Office	daily (8:30 – 9:00)
	4. QAD Office	daily (9:00 – 9:30)
	5. CASH SECTION	daily (9:30-10:00)
	6. Comfort Room in the first floor	2x daily (10:00-10:30) (1:00 – 1:30)
	7. 1 st Floor whole lobby and maintain landscaped area at the FTAD Office	daily (10:00 – 12:00)
	Lunch Break	daily (12:00 – 1:00)
	8. Other related task as requested by functional divisions/sections/units	daily or as requested (1:00 – 3:30)
	9. Disposal of garbage of all assigned offices	daily (3:30 – 4:00)
PEDRA RAMOS	1. Personnel Section and Office of the CAO	daily (7:00 – 7:30)
	2. Asset Management Section	daily (7:30 – 8:30)
	3. Records Section	daily (8:30 – 9:00)
	4. General Services Unit	daily (9:00 – 9:30)
	5. LRMS Office	daily (9:30 – 10:00)
	7. All CRs of assigned offices	daily (1:00 – 2:00)
	8. Surroundings of the Back of the Administrative Division	daily (10:00 – 12:00 and 2:00-4:00)
	Other related task as assigned/requested by RO Officials	



	9. Disposal of garbage of assigned offices	daily (3:30 – 4:00)
JERWEN DELECTOR	L. 1. Visitors Lounge	daily (7:00 – 7:30)
	2. Watering of Plants	daily (7:30-8:00)
	2. Maintain landscaped area: ✓ Outside the fence ✓ Inside the fence around the office including beside the COA building	daily (8:00 – 9:30) outside the fence (9:30 – 12:00) inside the fence
	Lunch Break	daily (12:00 – 1:00)
	3. Other tasks as assigned/requested by RO Officials and minor repair of cleaning tools and equipment as needed	daily (1:00 – 3:00)
	4. Other related tasks/Gardening	daily (3:00 – 4:00)
	5. Prevention of insects in plants	2x a month
	6. Putting of fertilizers in plants	Once every 2 months
	7. Cleaning of pots of flowering and ornamental plants	2x a month
	ROSENDO ANTILLON	1. Office of the RD and Convergence Zone
2. ESSD		daily (8:00 – 8:30)
3. Legal Unit		daily (8:30 – 9:00)
4. COA Office		daily (9:00 – 9:30)
5. SHS Office		daily (9:30 – 10:00)
6. Wash Stand (in front of the Gym)		daily (10:00 – 10:30)
7. Maintain Landscaped area at the ORD Office		Daily (10:30-11:00)
8. All CRs of assigned offices		daily (10:30-12:00)
Lunch Break		daily (12:00 – 1:00)
9. Office of the RD		daily (1:00 – 2:00)
10. Surroundings of assigned areas and other tasks as assigned/requested by RO Officials		daily (2:00 – 3:30)
11. Disposal of garbage of assigned offices	daily (3:30 – 4:00)	
LORETO MADARANG	1. Comfort Room in the 2 nd Floor	daily (7:00 – 7:30) (1:00 -1:30)
	2. Finance Division Office	daily (7:30 – 8:30)
	3. ICT Office	daily (8:30-9:00)
	4. HRDD Office	daily (9:00 – 9:30)
	4. CLMD Office	daily (9:30 – 10:00)
	5. PAU Office	daily (10:00 – 10:30)



	6. Surrounding grounds of CLMD and PAU including Honesto Store	daily (10:30 – 12:00)
	Lunch Break	daily (12:00 – 1:00)
	7. Surroundings of LRMS	daily (1:30 – 2:30)
	8. Other tasks as assigned/requested by RO Officials	daily (2:30-3:30)
	9. Disposal of garbage of assigned offices	daily (3:30-4:00)

2. Utility Workers shall maintain the cleanliness of the office tables, floors, ceilings, walls, windows, doors, comfort rooms, and the surroundings of the office premises and perform tasks assigned/ requested by the functional divisions/sections/units. The RO Grounds, Building, and Facilities Maintenance Plan must be followed.

3. They shall render services for eight (8) hours daily. Services rendered beyond the allotted time shall be remunerated through overtime pay provided that an authority is approved by the head of the office and subject to availability of funds.

4. A Daily Monitoring of Offices will be distributed to all Functional Divisions every Monday and the same shall be retrieved every Friday for consolidation. The results will be consolidated using an online tool to analyze the results and rating of the performance of the Utility Workers. All functional divisions are encouraged to give their recommendations and suggestions in the monitoring tool. This will serve as bases of actions to be taken to address issues and concerns.

5. The monitoring of the lobby, surroundings, and common comfort rooms shall be taken care of the GSU personnel.

6. A filled-out job request form for repairs, maintenance and other tasks must be submitted to GSU to facilitate the request.

7. This memorandum shall take effect immediately.

8. For your guidance and strict compliance.


EVELYN R. FETALVERO CESO IV
 Regional Director

Enclosures: None

References: None

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

MAINTENANCE BUILDINGS AND FACILITIES MONITORING

AD-GSU-ATR



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