



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

February 15, 2024

OFFICE MEMORANDUM
AD-GSU-2024- 096

OFFICE ASSIGNMENT AND WORK SCHEDULE OF UTILITY WORKERS

To: Director III
Functional Division Chiefs
All Others Concerned

1. This Office, through the General Services Unit, announces the office assignment and work schedule of Utility Workers effective February 26, 2024 as follow:

Utility Worker	Area/Office of Assignment	Schedule
Rosendo Antillon	Office of the Regional Director	7:00 – 8:00
	ESSD	8:00 – 8:30
	Legal Unit	8:30 – 9:00
	COA	9:00 – 9:30
	School Health Section	9:30-10:00
	Surroundings of assigned offices	10:00-12:00
	Lunch Break	12:00-1:00
	All CRs of assigned office	1:00-2:00
	Other related task as requested by functional divisions/sections/units	2:00 – 3:30
	Disposal of garbage of assigned offices	3:30 – 4:00
Aries Velasco	Office of the ARD	7:00 – 8:00
	PPRD	8:00 – 8:30
	Procurement Unit	8:30 – 9:00

	FTAD	9:00 – 9:30
	QAD Office	9:30-10:00
	CASH SECTION	10:00-10:30
	Surroundings of assigned offices	10:30-12:00
	Lunch Break	12:00-1:00
	All CRs of assigned office	1:00-2:00
	Other related task as requested by functional divisions/sections/units	2:00 – 3:30
	Disposal of garbage of assigned offices	3:30 – 4:00
Pedra Ramos	Finance Division	7:00 – 8:00
	ICT Unit	8:00 – 8:30
	HRDD	8:30 – 9:00
	CLMD	9:00 – 10:00
	PAU	10:30-11:00d
	Surroundings of assigned offices	11:00-12:00
	Lunch Break	12:00-1:00
	All CRs of assigned office	1:00-2:00
	Other related task as requested by functional divisions/sections/units	2:00 – 3:30
	Disposal of garbage of assigned offices	3:30 – 4:00
Loreto Madarang	Personnel Section and Office of the Chief of the Administrative Division	7:00 – 8:00
	Asset Management Section	8:00 – 8:30
	Records Section	8:30 – 9:00
	LRMD Section	9:00 – 9:30
	General Services Unit	9:30-10:00
	Surroundings of assigned offices	10:00-12:00
	Lunch Break	12:00-1:00

	All CRs of assigned office	1:00-2:00
	Other related task as requested by functional divisions/sections/units	2:00 – 3:30
	Disposal of garbage of assigned offices	3:30 – 4:00
Jerwen Delector	Watering of Plants	7:00-8:30
	Maintain landscaping	8:30-12:00
	Lunch Break	12:00–1:00
	Gardening and other tasks as assigned/requested by RO Officials and do minor repair of cleaning tools and equipment as needed	1:00 – 4:00
	Prevention of insects in plants	2x a month
	Putting of fertilizers in plants	Once every 2 months
	Cleaning of pots of flowering and ornamental plants	2x a month
Jayson Medin	Visitor's Lounge	7:00-7:30
	Comfort Rooms in the 1 st and 2 nd Floor	7:30 – 10:00
	Lobby in the 1 st and 2 nd Floor	10:00-12:00
	Lunch Break	12:00-1:00
	Asist in the maintenance of office surroundings and other tasks as assigned/requested by RO Officials	1:00-4:00
	Prevention of insects in plants	2x a month
	Putting of fertilizers in plants	Once every 2 months
	Cleaning of pots of flowering and ornamental plants	2x a month
Jeffry Ramos	Electrical, Carpentry, and Plumbing Works	
	Other related task as requested by functional divisions/sections/units	

2. All other provisions stated in Office Memorandum 29 s. 2024 are still in effect.
3. For information and guidance.



EVELYN R. FETALVERO CESO IV
Regional Director

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