



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

5292

June 15, 2026

OFFICE MEMORANDUM
AD-GSU-2026- **278**

**UPDATED AREA ASSIGNMENTS AND WORK SCHEDULES
OF UTILITY WORKERS**

To: Director III
Functional Division Chiefs
All Others Concerned

1. This Office, through the General Services Unit (GSU), updates the area assignments of Utility Workers as follows:

Utility Worker	Area/Office of Assignment	Schedule
JOEL BANTILLAN	Office of the ARD	Morning
	PPRD Office	
	FTAD Office	
	QAD Office	
	Cash Section Office	(12:00 – 1:00)
	Lunch Break	
	Other related task as requested by functional divisions/sections/units	Daily or as requested Afternoon
Disposal of garbage of all assigned offices		
CHARLOTTE BERNARDO	Office of the Chief Admin	Morning
	Personnel Section Office	
	Asset Management Section Office	
	Records Section Office	
	General Services Unit Office	
	LRMS Office	Daily (12:00 – 1:00)
	Lunch Break	
	All CRs of assigned offices	Daily or as requested Afternoon
Surroundings of the Back of the Administrative Division		
Other related task as assigned/requested by RO Officials		
Disposal of garbage of assigned offices		



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JERWEN DELECTOR	L.	Watering of Plants	Morning
		Maintain landscaped area: <ul style="list-style-type: none"> ✓ Outside the fence ✓ Inside the fence around the office including beside the COA building 	
		Lunch Break	(12:00 – 1:00)
		Other tasks as assigned/requested by RO Officials and minor repair of cleaning tools and equipment; minor plumbing and carpentry works as needed	Daily or as requested Afternoon
		Other related tasks/Gardening	
		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
JIMMY FABI		Office of the RD	Morning
		ESSD	
		Legal Unit	
		COA Office	
		SHS Office	
		Lunch Break	Daily (12:00 – 1:00)
		All CRs of assigned offices	Daily or as requested Afternoon
		Surroundings of assigned areas and other tasks as assigned/requested by RO Officials	
	Disposal of garbage of assigned offices		
ALEXIS BUSTILLO		Finance Division Office	Morning
		ICT Unit Office	
		HRDD Office	
		CLMD Office	
		PAU Office	
		Surrounding grounds of CLMD and PAU including QMS Office	
		Lunch Break	Daily (12:00 – 1:00)
		Surroundings of LRMS	Daily or as requested Afternoon
		Other tasks as assigned/requested by RO Officials	
	Disposal of garbage of assigned offices		
JASON DIAZ		Visitor's Lounge	Morning

	Comfort Rooms and Lobby on the 1 st Floor of the Main Building	
	Comfort Rooms and Lobby on the 2 nd Floor of the Main Building	
	Lunch Break	Daily (12:00 – 1:00)
	Comfort Rooms and Lobby on the 1 st Floor of the Main Building	Daily or as requested Afternoon
	Comfort Rooms and Lobby on the 2 nd Floor of the Main Building	
	Assist in the maintenance of office surroundings and other tasks as assigned/requested	
EDSEL S. PARADO	<p>Install, maintain, and repair electrical control, wiring, lighting systems, and assist minor repair</p> <p>b. Operate and maintain the Generator Set</p> <p>c. Assists in the conduct of office inspection of office building and facilities</p> <p>d. Ensure the efficient, reliable, and continuous operation of air-conditioning units through daily monitoring of operational hours and performance, thereby maintaining a conducive and energy-efficient work environment.</p>	

2. Inspection of office building and facilities will be conducted quarterly.
3. For information and guidance.

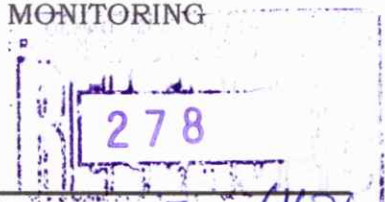

SALUSTIANO T. JIMENEZ JD, EdD, CESO III
 Regional Director

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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