



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN

April 30, 2020

DIVISION MEMORANDUM
No. 116, s. 2020

**ALTERNATIVE WORK ARRANGEMENT IN THE DEPARTMENT OF EDUCATION-
DIVISION OF AKLAN DURING THE PERIOD OF GENERAL COMMUNITY
QUARANTINE (GCQ)**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. With the declaration by the Office of the President of the Philippines that the Province of Aklan will be under General Community Quarantine (GCQ) status effective May 1, 2020, guidelines and reminders are issued to the field in light of COVID-19 situation.
2. The Schools Division Office (SDO) proper shall adopt alternative work arrangement, that is, a combination of skeletal workforce physically reporting in the office and work from home (WFH). Please see attached schedule in Enclosure No. 1.
3. School-based non-teaching personnel (school heads and administrative /financial staff) shall continue to be on work from home mode.
4. In addition to the COVID-19 related standard protocol and precautionary practices, the following precautionary measures are reiterated and shall be observed by all personnel and clients who physically report in the office:
 - a. “One entry, one exit policy,” that is, through the door at the left wing when facing the building;
 - b. Upon entry, do handwashing at the lavatory of the comfort room found at the left side right after entry, observing proper social distancing;
 - c. With the assistance of the guard on duty, sanitize with alcohol/sanitizer; and
 - d. Clients shall proceed directly with their transactions and leave as soon as completed.
5. School non-teaching personnel and staff are instructed to maintain strict precautionary measures should there be a need for some to physically report to school.
6. All teaching and non-teaching personnel are reminded that due to COVID-19 threat, the School Health and Nutrition Section of the Division of Aklan shall serve its clients through online consultation.



7. It is preferred and advised that transactions of districts/schools at the division office be done through the designated District Liaison Officers. The **List of Liaison Officers During the General Community Quarantine Period and the Schedule of Transaction at the Division Office by District** is attached as Enclosure No. 2. Aside from the liaison officers, **only those school-based personnel with specific transactions shall be allowed entry**. All other transactions should be coursed through the liaison officer to maintain a safe number of people at the Division Office at any given time.
8. Immediate dissemination of and compliance with this memorandum is enjoined.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Enclosures: As stated

Reference: DepEd Memo 043, s. 2020

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

CALAMITY, POLICY, WORK HOURS





Republic of the Philippines
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REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN
Poblacion, Numancia, Aklan

OFFICE WORKWEEK PLAN FOR THE PERIOD COVERED MAY 1 - 14, 2020

No.	Name of Personnel	Position	Pre-Existing Health Condition	Work Schedule (8am-5pm)					Remarks
				MON	TUES	WED	THU	FRI	
OFFICE OF THE SDS AND ASDS									
1	APOSIN, MIGUEL MAC D.	SDS	Hypertension	1			1		
2	NILLASCA, JOSE NIRO R.	OIC-ASDS	Hypertension, Mild Fatty Liver		1				
3	BONDAD, SHENA R.	ADAS III		1					
4	DIAZ, JORALYN M.	ADAS II	Asthma		1				
5	SIM, MARY JEAN P.	ADA VI							Maternity Leave
6	FLORENCIO, WILBERT V.	J O					1		
	TOTAL NUMBER PER OFFICE PER DAY			2	2	0	2	0	
OFFICE OF THE INFORMATION TECHNOLOGY OFFICER									
1	JAMERO, FLORADEL P.	ITO I							Work From Home
	TOTAL NUMBER PER OFFICE PER DAY			0	0	0	0	0	
OFFICE OF THE LEGAL OFFICER									
1	VILLANUEVA, MA. JADE B.	Attorney III							Work From Home
	TOTAL NUMBER PER OFFICE PER DAY			0	0	0	0	0	
OFFICE OF THE RECORDS SECTION									
1	CARILLO, MA. CHARO I.	AO IV							Work From Home
2	MARAVILLA, ANICIA B.	ADAS II							60 YO - Work From Home
3	OQUENDO, VENA ANGELEN J.	ADA VI		1					
	TOTAL NUMBER PER OFFICE PER DAY			1	0	0	0	0	



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				MON	TUES	WED	THU	FRI	
OFFICE OF THE ADMINISTRATIVE SECTION									
1	PATROCENIA Y. MAMBURAM	AO V							60 YO - Work From Home
2	BEREBER, MARLYN T.	AO IV		1					
3	ADVINCULA, CHRISTIE	ADAS III		1					
4	ICABANDI, ELVIE R.	ADAS III					1		
5	RAMBONGA, JOVELYN D.	ADAS III							Pregnant - Work From Home
6	RECTO, PAUL B.	ADAS III							Work From Home
7	REMALDORA, MAE R.	ADAS III						1	
8	ROME, VILMA F.	ADAS III							60 YO - Work From Home
9	SEVILLA, LOVELYN P.	ADAS III			1				
10	DY, JOAN F.	ADA VI				1			
	TOTAL NUMBER PER OFFICE PER DAY			2	1	1	1	1	
OFFICE OF THE BUDGET AND FINANCE									
1	NADUA, ANN RAYSHELLE L.	Accnt. II		1					
2	UMALI, MARY LOU T.	AO II			1				
3	SAJISE, CHARISSA Z.	ADAS III				1			
4	IGLESIAS, KENNETH G.	ADAS I					1		
	TOTAL NUMBER PER OFFICE PER DAY			1	1	1	1	0	



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No.	Name of Personnel	Position	Pre-Existing Health Condition	Work Schedule (8am-5pm)					Remarks
				MON	TUES	WED	THU	FRI	
OFFICE OF THE ACCOUNTING UNIT									
1	JIZMUNDO, MARISSA A.	Accnt. III		1					
2	DAILISAN, BERNADETTE I.	ADAS III							Work From Home
3	FABILLANO, HELEN G.	ADAS III						1	
4	CANDELARIO, MARLYN B.	ADAS III				1			
5	PATRON, MARIA ADORA T.	ADAS III	Hypertension / Diabetic				1		
6	PADRONES, GECILE D.	ADAS II				1			
7	ARANDELA, ROCHELLE D.	ADAS III		1					
8	NAGRAMA, MARY GRACE R.	ADAS III					1		
9	RUAN, MARY VHIC M.	ADAS III	Asthma		1				
10	SARABIA, ESTHER FAITH O.	ADAS III			1				
11	REYES, CHRISTIAN JAY	ADAS III		1					
12	DE GUZMAN, RHODORA T.	ADAS III						1	
	TOTAL NUMBER PER OFFICE PER DAY			3	2	2	2	2	
OFFICE OF THE CASH UNIT									
1	MOLETA, FEBY D.	AO IV	Hypertensive, Hyperlipidemic, Allergic Rhinitis					1	
2	SUMAJIT, RONELYN M.	ADAS III	Hypertensive, Hyperlipidemic, Diabetic					1	
3	NOBLEZA, CHRISA MAE N.	ADAS III			1				
4	BELTRAN, MAURICE NOREY C.	ADA VI		1			1		
5	VALENCIA, LOREZA I.	ADA II	Hypertensive, Hyperlipidemic			1			
	TOTAL NUMBER PER OFFICE PER DAY			1	1	1	1	2	



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No.	Name of Personnel	Position	Pre-Existing Health Condition	Work Schedule (8am-5pm)					Remarks
				MON	TUES	WED	THU	FRI	
OFFICE OF THE SUPPLY UNIT									
1	ZANTE, MILDRED B.	AO IV					1		
2	ZANTE, ROMMEL B.	ADA VI						1	
3	ALBA, MARY RICHELYN JOY B.	ADA VI				1			
	TOTAL NUMBER PER OFFICE PER DAY			0	0	1	1	1	
ADMINISTRATIVE SERVICES (GENERAL SERVICES)									
1	BESANA, RONAN M.	ADA IV					1		Utility Services
2	OQUENDO, GERONIMO T.	SG I		1	1	1	1	1	Security Guard
3	SONIO, NORLITO R.	SG I		1	1	1	1	1	Security Guard
4	MAQUIRANG, JAY T.	ADA III		1			1		Driver of SDS
5	MONTAÑO, FLORENCIO M.	ADA III						1	Utility Services
6	FRANCISCO, LEONIL R.	ADA I		1	1	1	1	1	Driver (Service Vehicle for Division Office Skeletal Workforce)
7	MURILLO, MELCHOR M.	ADA I							Work From Home
8	AMORES, JELIAN B.	JO							Detailed on CSC
9	NAGAMOS, RAFAEL	JO		1					
10	RELATIVO, RICHARD D.	JO							Work From Home
11	LACHICA, CLARENCE R.	JO		1			1		Duty at Old Division Office
12	APOLINARIO, JOAN	JO			1	1			
	TOTAL NUMBER PER OFFICE PER DAY			6	4	4	6	4	



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				MON	TUES	WED	THU	FRI	
OFFICE OF THE HELP DESK									
1	MATORRES, MARIA LOURDES M.	ADA IV							Work From Home
	TOTAL NUMBER PER OFFICE PER DAY			0	0	0	0	0	
OFFICE OF THE COMMISSION ON AUDIT									
1	REYNADO, JOHN MELVIN E.	JO							Work From Home
2	ACIBAR, RODALYN	JO							Work From Home
	TOTAL NUMBER PER OFFICE PER DAY			0	0	0	0	0	
OFFICE OF THE CURRICULUM IMPLEMENTATION DIVISION									
1	PAROHINOG, DOBIE P.	CES							(Duty: 03/24/2020) and Work From Home - Will report to Office physically as needed
2	BIRAY, EDELYN T.	EPS							Work From Home
3	DALIPE, MARY CHERRY LYNN M.	EPS							Work From Home
4	ESTRADA, RUBY AGNES B.	EPS							Work From Home
5	IBARRETA, REBECCA R.	EPS							Work From Home
6	LIPAR, KYZIL D.	EPS							Work From Home
7	PANALIGAN, MA. CORAZON R.	EPS							Work From Home
8	TOLENTINO, MARIVIC I.	EPS							Work From Home
9	TROPA, MARTH S.	EPS							Work From Home
10	BAUTISTA, CINDY D.	ADA VI							Work From Home
	TOTAL NUMBER PER OFFICE PER DAY			0	0	0	0	0	



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				MON	TUES	WED	THU	FRI	
OFFICE OF THE ALTERNATIVE LEARNING SYSTEM									
1	ZUBIAGA, ARIEL Z.	EPS							Work From Home
2	Lao, Maria Theresa Lim	EPS II							Work From Home
3	TROPA, HAJJI S.	EPS II							Work From Home
	TOTAL NUMBER PER OFFICE PER DAY			0	0	0	0	0	
OFFICE OF THE LEARNING RESOURCES MANAGEMENT SECTION									
1	TOLENTINO, MAHNNIE Q.	PDO II			1				
2	MARCELINO, ANN MARIE B.	Librarian II						1	
	TOTAL NUMBER PER OFFICE PER DAY			0	1	0	0	1	
OFFICE OF THE SCHOOL GOVERNANCE AND OPERATION DIVISION									
1	RAPIZ, MICHAEL T.	CES					1		
2	CAWALING, JOHANN C.	EPS	Cardio Vascular, Diabetes						Work From Home
3	PATRICIO, JUNE R.	SEPS					1		
4	PAMATIAN, LEILA L.	SEPS	Cardio Vascular						Work From Home
5	PAREL, MAR BIEN GREGORY G.	SEPS		1					
6	DEMOCRITO, ROLAND F.	EPS II							Work From Home
7	OQUENDO, APPLE GAY M.	EPS II			1				
8	ARBOLEDA, MELKY B.	PDO I			1				
9	MAMBURAM, SHEENA RICKA Y.	PDO I				1			
10	URETA, CHARLIE I.	PDO II							DRRMO on Call 24/7 Incident Command Chairperson
11	DANTES, LANCE JESTER R.	ADA VI						1	
	TOTAL NUMBER PER OFFICE PER DAY			1	2	1	2	1	



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				MON	TUES	WED	THU	FRI	
OFFICE OF THE SCHOOL HEALTH AND NUTRITION SECTION									
1	FERNANDEZ, RHOBY M.	MO III	Immunocompromise						Work From Home
2	BALOY, MARIANO T.	Dentist II	Cardio Vascular						Work From Home
3	GOMEZ, MA. LEI F.	Dentist II				1			
4	ISAGAN, LUZVIMINDA R.	Dentist II							60 YO - Work for Home
5	OQUINDO, REBECCA R.	Dentist II							60 YO - Work for Home
6	ARCENIO, MAY JEAN D.	Nurse II							60 YO - Work for Home
7	PALMANI, ETHEL M.	Nurse II							60 YO - Work for Home
8	REGALADO, LEONCIO T.	Nurse II					1		
9	BONIFACIO, JESMAR P.	Nurse II		1					
10	CONSTANTINO, PROREILIE M.	Nurse II						1	
11	MARZOÑA, JESELEE M.	Nurse II			1				
12	PIOQUINTO, SARAH KHADIJA R.	Nurse II				1			
13	SOLIS, RAYMUND M.	Nurse II						1	
	TOTAL NUMBER PER OFFICE PER DAY			1	1	2	1	2	
OFFICE OF THE PLANNING AND RESEARCH									
1	PALLER, RAFFY F.	SEPS		1					
2	VILLAREAL, MILGIE C.	PO III						1	On-going Self Quarantine - Work From Home
3	IRADIEL, NELIETA I.	JO				1			
	TOTAL NUMBER PER OFFICE PER DAY			1	0	1	0	1	



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				MON	TUES	WED	THU	FRI	
OFFICE OF THE EDUCATION FACILITIES DIVISION									
1	TORRES, MELJAN I.	Engineer III		1					
2	GREGORIO, JOHN HAROLD	DPE					1		
3	OQUENDO, CHRISTINE JOY M.	DPE						1	
4	MULETA, AZER A.	DPE							
5	DELA CRUZ, JERALD B.	ADAS III			1				
6	REPOSAR, JESSA S.	J O				1			
	TOTAL NUMBER PER OFFICE PER DAY			1	1	1	1	1	
	TOTAL NUMBER OF SKELETAL WORKFORCE PER DAY			20	16	15	18	16	

RECOMMENDING APPROVAL:

JOSE NIRO R. NILLASCA

OIC-Assistant Schools Division Superintendent

APPROVED:

MIGUEL MAC D. AFOSIN EdD, CESO V

Schools Division Superintendent

**DISTRICT LIAISON OFFICERS DURING THE GENERAL COMMUNITY
QUARANTINE PERIOD
AND SCHEDULE OF TRANSACTION AT THE DIVISION OFFICE BY DISTRICT**

A. LIAISON OFFICERS

District	Liaison Officer
1. Altavas	Teodora Hilario, ADAs III
2. Balete	Dr. Jesely Villorente, HT I
3. Banga	Jolyn Jizmundo, ADAs III
4. Batan	Christine Joy Rola, ADAs II
5. Buruanga	Ernie Tanieza, ADAs III
6. Ibajay East	Johanna Falqueza, ADAs III
7. Ibajay West	Jhaleen May Nam-ay, ADAs III
8. Kalibo I	Jonathan Kier Fulgencio, ADAs II
9. Kalibo II	Jonathan Kier Fulgencio, ADAs II
10. Lezo	Mary Anjelieh Retiro, ADAs III
11. Libacao	Renan Nacor, HT II
12. Madalag	Elyveth Matias, ADAs II
13. Makato	Karen Iquina, ADAs II
14. Malay	Jabe Delgado, ADAs II
15. Malinao	Dr. Marcelle Briones, PSDS
16. Nabas	Janice Alovera, ADAs II
17. New Washington	Karen Rebano, ADAs II
18. Numancia	Mariel Isturis, ADAs II
19. Tangalan	Lorna Legaspi, ADAs II

Note: Liaison Officers may transact anytime during office hours at the division office as needed. However, they are advised to contact the office first prior to travel.

B. SCHEDULE OF DISTRICTS FOR HIGHLY SPECIFIC TRANSACTIONS

Day	Districts
Monday	No transactions
Tuesday	Altavas, Balete, Banga, Batan, Madalag
Wednesday	Kalibo II and II, New Washington, Libacao Malinao
Thursday	Makato, Ibajay East and West, Numancia, Lezo
Friday	Tangalan, Buruanga, Malay, Nabas

Note: Highly specific transactions refer to concerns wherein there is a need for the DepEd school-based personnel and the division office personnel to interact face-to-face.

