



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF MISAMIS ORIENTAL

**Office of the Schools Division Superintendent**

**26 OCTOBER 2020**

**MEMORANDUM TO:**

**Curriculum Implementation Division (CID)  
School Governance and Operations Division (SGOD)**

1. By virtue of DepEd Order No. 11, s. 2020 titled, “Revised Guidelines on Alternative Work Arrangements in the Department of Education During the Period of State of national Emergency Due to Covid-19 Pandemic and pursuant to the Civil Service Commission (CSC) Memorandum Circular (MC) No. 10, s. 2020 or the revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of State of National Emergency Due to Covid-19 Pandemic, this Office through the Curriculum Implementation Division (CID) and School Governance and Operations Division (SGOD) hereby instruct the personnel whose names appear herein shall abide with the Alternative Work Arrangements stipulated herein:

Name of Employee and Designation	Day of the Week
Office of the Curriculum Implementation Division (CID)	
Erlinda G. Dael, PhD, CESE (Chief ES-CID)	Tuesday, Wednesday, Thursday
Sally Aguilar, PhD (EPS 1)	Monday, Tuesday, Wednesday
Lindo Cayadong, PhD (EPS 1)	Tuesday, Wednesday, Thursday
Mary Grace Gallana (EPS 1)	Wednesday, Thursday, Friday
Ferminia Labis, PhD (EPS 1)	Monday, Thursday, Friday
Merly Mabelin (EPS 1)	Tuesday, Wednesday, Thursday
Celieto Magsayo (EPS 1)	Tuesday, Wednesday, Thursday
Johnny Redondo (EPS 1)	Monday, Tuesday, Friday
Norberto Rosales (EPS 1)	Tuesday, Thursday, Friday
Andrian Tecson (EPSA)	Wednesday, Thursday, Friday
Cheryl Ubalde (EPSA)	Monday, Tuesday, Friday
Loucille Paclar (LIBRARIAN)	Monday, Thursday, Friday
Kim Eric Lubguban (PDO II)	Monday, Tuesday, Wednesday
Princess Landero (T-1)	Wednesday, Thursday
Gladys Penaso (ADA VI)	Monday, Tuesday
Mercy Aguilar (ADA-1)	Monday, Wednesday, Friday



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Name of Employee and Designation	Day
Office of the School Governance and Operations Division (SGOD)	
1. Maria Teresa M. Absin, PhD (Chief, ES)	Monday, Tuesday, Wednesday, Thursday, Friday
2. Rhodora L. Gallares, PhD (EPS)	Monday, Tuesday, Wednesday, Thursday, Friday
3. Sandy Simo, Engineer III	Monday, Tuesday, Wednesday, Thursday, Friday
4. Irish Karryle D. Monte, PhD, (SEPS-HR)	Tuesday, Wednesday, Thursday
5. Eman Lachica, PhD, (EPS-HR)	Monday, Tuesday, Wednesday
6. Vevian T. Tuazon, PhD (SEPS-SocMob & Networking)	Monday, Friday
7. Catherine Anne S. Balanay, PhD (EPS-SocMob & Networking))	Monday, Tuesday
8. Cirilo K. Rubiato III (PDO II-DRRM)	Tuesday, Wednesday, Thursday
9. Danny A. Asio, SEPS (Sch Mgt & M & E)	Tuesday, Thursday
10. Gerry P. Madrid, EPS (Sch Mgt & M & E)	Tuesday, Wednesday, Thursday
11. Lindo M. Cayadong, PhD (EPS Planning and Research)	Tuesday, Wednesday, Thursday
12. Christine H. Cabiasa, PDO I (Youth Formation Coordinator)	Monday, Tuesday, Wednesday
13. Arlene C. Valmores, PDO I	Wednesday, Thursday, Friday
14. Edwin Gamorot, Panning Officer III (Planning and Research)	Monday, Tuesday, Wednesday, Thursday, Friday
15. Mila A. Janubas, Agriculturist II (Planning Office)	Monday, Tuesday, Wednesday, Thursday, Friday
16. Freddiejun T. Delig	Monday, Tuesday, Wednesday, Thursday, Friday
17. Karl Joseph Noriga	Monday, Tuesday, Wednesday, Thursday, Friday
18. Vida C. Sukanob, MD (Medical Officer III)	Monday, Tuesday, Wednesday (Week 1 & 3) Wednesday, Thursday, Friday (Week 2 & 4)
19. Marglow O. Isiderio, Dentist II	Monday, Tuesday, Wednesday- (Week 2 & 4) Wednesday, Thursday, Friday-(Week 1 & 3)
20. Eva S. Dela Peña, Administrative Aide I	Monday, Tuesday
21. Andrew Heroe R. Janubas, Administrative Aide VI	Tuesday, Wednesday, Thursday
22. Vicente Y. Hallasgo III, Administrative Aide I	Tuesday, Wednesday, Thursday

2. For personnel physically reporting to the office, the workday may consist of six (6)-hours on-site at the work station and two (2)-hours on WFH arrangement. This is to allow sufficient time for travel given the imposition of curfew hours, limited access to transportation, and other regulatory limitations on the inter-zonal or cross-border travel.

3. The time and attendance or the actual time log (in and out) shall be monitored as reflected in the Office Workweek Plan and Individual Daily Log and Accomplishment Report as approved by the head of office.

4. Work-from-Home (WFH) arrangements may be allowed for the following tasks:

- a. Research;
- b. Policy formulation/review/amendment;
- c. Project work, including but not limited to, drafting of proposals/project studies/training modules;
- d. Data encoding/processing;
- e. Adjudication of cases or review of cases, including legal work;
- f. Budget planning and forecasting;
- g. Recording, examination and interpretation of financial records and reports;



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- h. Evaluation and formulation of accounting, auditing and management control systems;
  - i. Computer programming;
  - j. Database maintenance;
  - k. Design work/drafting of drawing plans;
  - l. Preparation of information materials;
  - m. Sending/receiving e-mail;
  - n. HR tasks, e.g. computation of leave credits, preparation of payroll etc., as the case maybe; and
  - o. Other analogous tasks which require the use of a computer and the World Wide Web (Internet) for reading, encoding, printing or submission of written outputs for the review, evaluation or final presentation/assessment of the immediate supervisor, the head of office or the management.
5. No record of accomplishment means no work has been performed for the day, thus, subjecting the staff to absence.
6. This Memorandum shall take effect in November 3, 2020 and shall remain enforce until rescinded.
7. For your information and guidance.

**JONATHAN S. DELA PEÑA, PhD, CESO V**  
Schools Division Superintendent

JSD/CID/SGOD/egd/mma



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