



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

March 10, 2021

OFFICE MEMORANDUM

No. **086**, s. 2021

To: Chief, Administrative Division
GSU Personnel
All Others Concerned

WORK ARRANGEMENT OF DRIVERS

1. In view of the travel restrictions and to ensure delivery of services to our clients amid this pandemic, all Drivers shall report to the office daily to their respective assignment effective immediately.

2. Relative thereto, they are expected to perform the following duties:

Name	Functions	Assigned Office
Harley M. Hamoy	<ul style="list-style-type: none">• Drive service vehicle to transport authorized personnel to official destination per approved Trip Ticket;• Maintain cleanliness of assigned vehicle;• Take charge in the renewal of LTO registration and vehicle insurance;• Perform minor repairs of assigned vehicle;• Perform other tasks at the Records Section Office.	Records Section
Jojo M. Senecio	<ul style="list-style-type: none">• Drive service vehicle to transport authorized personnel to official destination per approved Trip Ticket;• Maintain cleanliness of assigned vehicle;• Take charge in the renewal of LTO registration and vehicle insurance;• Perform minor repairs of assigned vehicle;• Perform other tasks at the Office of the Regional Director.	Office of the Regional Director
Joseph Z. Tuason	<ul style="list-style-type: none">• Drive service vehicle to transport authorized personnel to official destination per approved Trip Ticket;	General Services Unit



	<ul style="list-style-type: none"> • Maintain cleanliness of assigned vehicle; • Take charge in the renewal of LTO registration and vehicle insurance; • Perform minor repairs of assigned vehicle; • Serve and retrieve Request for Quotation (RFQ), if requested. • Pay utility bills and deliver documents to concerned office/agency, as requested. 	
<p>Nieto E. Yerro</p>	<ul style="list-style-type: none"> • Drive service vehicle to transport authorized personnel to official destination per approved Trip Ticket; • Maintain cleanliness of assigned vehicle; • Take charge in the renewal of LTO registration and vehicle insurance; • Perform minor repairs of assigned vehicle; • Take custody of office supplies and materials of GSU. • Take charge of monitoring of utilities such as electricity, water, landline and internet connection. • Take charge of the reproduction of Office IDs of RO VIII Officials and employees. 	<p>General Services Unit</p>

3. For the information and guidance of all concerned.


MA. GEMMA MERCADO LEDESMA
 x Regional Director *g y*

AD-GSU-ATR

