



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

May 17, 2020

OFFICE MEMORANDUM

No. **000192**, s. 2021

To: **GSU PERSONNEL**
JERWEN L. DELECTOR
ROSENDO T. ANTILLON
CRISTINA J. QUIMINALES
BIENVENIDO T. MARI
JONATHAN S. BASACA

CHANGE OF AREA AND SCHEDULE OF ASSIGNMENT

1. To improve its workplace and address the various concerns of the functional divisions, the area assignment of Agency Contracted Utility Workers is hereby changed as follows:

Utility Worker	Area/Office of Assignment	Schedule
ANTILLON, ROSENDO T.	1. Office of the ARD	daily (7:00 – 7:30)
	2. PPRD Office	daily (7:30 – 8:00)
	3. FTAD Office	daily (8:30 – 9:00)
	4. QAD Office	daily (9:00 – 9:30)
	5. CASH SECTION	daily (9:30-10:00)
	6. Comfort Room in the first floor	2x daily (10:00-10:30) (1:00 – 1:30)
	7. 1 st Floor whole lobby and maintain landscaped area at the FTAD Office	daily (10:00 – 12:00)
	Lunch Break	daily (12:00 – 1:00)
	8. Other related task as requested by functional divisions/sections/units	daily or as requested (1:00 – 3:30)
9. Disposal of garbage of all assigned offices	daily (3:30 – 4:00)	
QUIMINALES, CRISTINA J.	1. General Services Unit Office	daily (7:00 – 7:30)
	2. Personnel Section and Office of the CAO	daily (7:30 – 8:30)
	3. Asset Management Section	daily (8:30 – 9:00)



	4. Records Section	daily (9:00 – 9:30)
	5. LRMS Office	daily (9:30 – 10:00)
	7. All CRs of assigned offices	daily (1:00 – 2:00)
	8. Other related task as assigned/requested by RO Officials	daily (10:00 – 12:00 and 2:00-4:00)
	9. Disposal of garbage of assigned offices	daily (3:30 – 4:00)
JERWEN L. DELECTOR	1. Watering of Plants	daily (7:00 – 8:00)
	2. Maintain landscaped area: ✓ Outside the fence ✓ Inside the fence around the office including beside the COA building	daily (8:00 – 9:30) outside the fence (9:30 – 12:00) inside the fence
	Lunch Break	daily (12:00 – 1:00)
	3. Other tasks as assigned/requested by RO Officials and minor repair of cleaning tools and equipment as needed	daily (1:00 – 3:00)
	4. Other related tasks/Gardening	daily (3:00 – 4:00)
	5. Prevention of insects in plants	2x a month
	6. Putting of fertilizers in plants	Once every 2 months
	7. Cleaning of pots of flowering and ornamental plants	2x a month
	BIENVENIDO T. MARI	1. Office of the RD and Convergence Zone
2. ESSD Office		daily (8:00 – 8:30)
3. Legal Section		daily (8:30 – 9:00)
4. COA Office		daily (9:00 – 9:30)
5. SHS Office		daily (9:30 – 10:00)
6. Wash Stand (in front of the Gym)		daily (10:00 – 10:30)
7. Maintain Landscaped area at the ORD Office		Daily (10:30-11:00)
8. All CRs of assigned offices		daily (10:30-12:00)
Lunch Break		daily (12:00 – 1:00)
9. Office of the RD		daily (1:00 – 2:00)
10. Surroundings of assigned areas and other tasks as assigned/requested by RO Officials		daily (2:00 – 3:30)
11. Disposal of garbage of assigned offices	daily (3:30 – 4:00)	
JONATHAN BASACA	1. Comfort Room in the 2 nd Floor	daily (7:00 – 7:30)
		(1:00 -1:30)
	2. Finance Division Office	daily (7:30 – 8:30)
	3. ICT Office	daily (8:30-9:00)

	4. HRDD Office	daily (9:00 – 9:30)
	4. CLMD Office	daily (9:30 – 10:00)
	5. PAU Office	daily (10:00 – 10:30)
	6. Surrounding grounds of CLMD and PAU including Honesto Store	daily (10:30 – 12:00)
	Lunch Break	daily (12:00 – 1:00)
	7. Surroundings of LRMDs	daily (1:30 – 2:30)
	8. Other tasks as assigned/requested by RO Officials	daily (2:30-3:30)
	9. Disposal of garbage of assigned offices	daily (3:30-4:00)

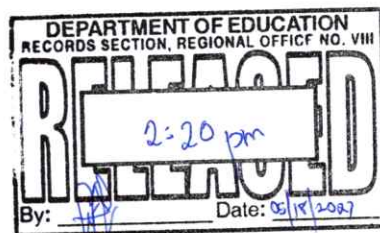
2. Utility Workers shall perform and are expected to maintain the cleanliness of the office tables, floor, ceiling, wall, windows, doors, comfort rooms, and the surroundings of the office premises and tasks assigned/ requested by the functional divisions/sections/units.

3. They shall render services for eight (8) hours daily. Services rendered beyond the allotted time shall be remunerated through overtime pay provided that an authority is approved by the head of the office and subject to availability of funds.

4. This memorandum shall take effect effectively.

5. For your guidance and strict compliance.


MA. GEMMA MERCADO LEDESMA
 Regional Director



AD-GSU-ATR