



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

August 13, 2024

OFFICE MEMORANDUM
AD-GSU-2024- 419

To: Director III
Functional Division Chiefs
All Others Concerned

**UPDATES TO OFFICE MEMORANDUM NO. 096 S. 2024 RE: OFFICE
ASSIGNMENT AND WORK SCHEDULE OF UTILITY WORKERS**

1. To maintain the cleanliness of office buildings, facilities and surrounding, and to define the office assignments of the Utility Workers, this Office through the General Services Unit sets the following schedules:

Utility Worker	Area/Office of Assignment	Schedule
ARIES VELASCO	Office of the ARD	Daily (7:00-12:00)
	PPRD Office	
	FTAD Office	
	QAD Office	
	Cash Section Office	
	Lunch Break	(12:00 – 1:00)
	Other related task as requested by functional divisions/sections/units Disposal of garbage of all assigned offices	Daily or as requested (1:00 – 4:00)
PEDRA RAMOS	Office of the Chief Admin	Daily (7:00-12:00)
	Personnel Section Office	
	Asset Management Section Office	
	Records Section Office	
	General Services Unit Office	
	LRMS Office	
	Lunch Break	Daily (12:00 – 1:00)
All CRs of assigned offices Surroundings of the Back of the Administrative Division Other related task as assigned/requested by RO Officials	Daily or as requested (1:00 – 4:00)	

		Disposal of garbage of assigned offices	
JERWEN DELECTOR	L.	Watering of Plants	Daily (7:00-12:00)
		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 as needed	Daily or as requested (1:00 – 4:00)
		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
ROSENDO ANTILLON		Office of the RD	Daily (7:00-12:00)
		ESSD	
		Legal Unit	
		COA Office	
		SHS Office	
		Lunch Break	Daily (12:00 – 1:00)
		All CRs of assigned offices	Daily or as requested (1:00 – 4:00)
	Surroundings of assigned areas and other tasks as assigned/requested by RO Officials		
		Disposal of garbage of assigned offices	
LORETO MADARANG		Finance Division Office	Daily (7:00-12:00)
		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 (1:00 – 4:00)
	Other tasks as assigned/requested by RO Officials		
		Disposal of garbage of assigned offices	

JOEL BANTILAN	Visitor's Lounge	Daily (7:00-12:00)
	Comfort Rooms and Lobby on the 1 st Floor of the Main Building	
	Comfort Rooms and Lobby on the 2nd Floor of the Main Building	Daily (12:00 – 1:00)
	Lunch Break	
	Comfort Rooms and Lobby on the 1 st Floor of the Main Building	Daily (1:00 – 4:00)
	Comfort Rooms and Lobby on the 2nd Floor of the Main Building	
	Assist in the maintenance of office surroundings and other tasks as assigned/requested	

2. All other information stipulated in the aforementioned Memorandum are still in effect until rescinded.
3. For guidance and strict compliance.


EVELYN R. FETALVERO CESO IV
 Regional Director *EV*

Enclosures: None

References: None

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

MAINTENANCE BUILDINGS AND FACILITIES MONITORING

AD-GSU-ATR

