



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

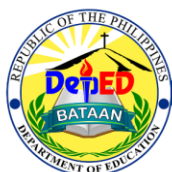
June 16, 2021

DIVISION MEMORANDUM
No. 244, s. 2021

**DECLARATION OF MODIFIED ENHANCED COMMUNITY QUARANTINE
(MECQ) IN THE PROVINCE OF BATAAN FROM JUNE 16-30, 2021**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In accordance with Resolution No. 121 of Resolution No. 121 of the Inter-Agency Task Force for the Management of Emerging Infectious Diseases approved by the President, the province of Bataan has been placed under Modified Enhanced Community Quarantine from June 16-30, 2021.
2. In consideration of the said quarantine classification, this Office and the schools within its jurisdiction, shall remain operational but only with Skeleton Workforce (SWF) on-site and the remainder on work-from-home (WFH) arrangement. The composition of the Division SWF and their respective schedules are enclosed. The reportorial requirements as contained in DepEd Order No. 11, s. 2020 shall still apply for WFH arrangements.
3. The School SWF, which shall be composed of the School Head and the Administrative Officer II/Property Custodian, is tasked to receive the undelivered modules only on the scheduled delivery dates. The School Heads and Custodians are reminded to observe the proper procedure in the inspection of the delivered SLMs. At maximum, school Heads or their designated alternates will report on-site only for two days each week. School heads shall submit the composition of the SWF to this Office for approval.
4. Members of the SWF shall be entitled to hazard pay for their services during the MECQ in accordance with Administrative Order 43, s. 2021 issued by the Office of the President. However, in the event that the Office funds is not sufficient to cover all the hazard pay incurred during the MECQ, the supposed hazard pay shall be converted to compensatory time-off or service credits. The payment of hazard pay will be on a staggered basis.



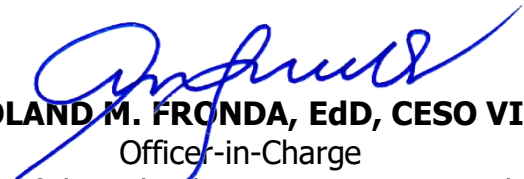
“WE MOULD HEROES”

Address: Bataan Provincial Capitol Compound, Balanga City 2100 Bataan | Telephone / Fax: (047) 237-2102
Email Address: bataan@depd.gov.ph | Website: www.depd.bataan.com | Facebook Page: www.facebook.com/DepdBataan



ISO 9001: 2015 CERTIFIED

5. The distribution and retrieval of Self-Learning Modules to the parents shall be temporarily suspended. These shall resume on July 1 or upon the lifting of the MECQ classification.
6. There will be no extension of the school year. At the resumption of the distribution, all remaining SLMs shall be distributed to the learners. In the spirit of the academic ease which has governed distance learning at this time, learners shall proceed with the activities contained therein at their own pace. All SLMs shall then be retrieved prior to the end of classes.
7. As basis for grading in the Fourth Quarter, teachers will use the written works and performance tasks already accomplished in the first four weeks. Meanwhile, integrative performance outputs shall be used to rate the remaining two weeks of the school year.
8. All teaching and non-teaching personnel are reminded of the strict observance of health protocols in the continued delivery of essential services.
9. Immediate and wide dissemination of this Memorandum is desired.


ROLAND M. FRONDA, EdD, CESO VI
Officer-in-Charge
Office of the Schools Division Superintendent

SCHOOLS DIVISION OFFICE OF BATAAN SKELETON WORKFORCE

1. Office of the Schools Division Superintendent

- | | | |
|--------------------------------|---|---------------------------------------|
| • William Roderick R. Fallorin | - | Asst. Schools Division Superintendent |
| • Helene Rose C. Camacho | - | Attorney III |
| • Charito G. De Guzman | - | Administrative Assistant III |
| • Anthony Glenn P. Gacutan | - | Administrative Assistant III |
| • Adelyn R. Morcilla | - | Clerk |
| • Jacqueline P. Rivera | - | Clerk (BAC) |
| • Reynaldo Rocello | - | Driver |
| • Armando B. Eugenio Jr | - | Driver |
| • Art S. Feria | - | Driver |

ICTS

- | | | |
|----------------------------|---|-----------------------------------|
| • Richard M. Alboro | - | Information Technology Officer I |
| • Marck Anthony Sobreviñas | - | Computer Maintenance Technologist |
| • Jess Garcia | - | Computer Maintenance Technologist |

2. Administrative Services Unit

Admin

- | | | |
|----------------------|---|------------------------------|
| • Pilar C. Ignacio | - | Administrative Officer V |
| • Abraham S. Tria | - | Administrative Assistant III |
| • Ma. Liza A. Manuel | - | Administrative Assistant III |
| • Christian Forbes | - | Administrative Assistant II |
| • Rozan Quisay | - | Administrative Aide VI |
| • Judylyn Gatdula | - | Clerk |

Utility and Driver

- | | | |
|-----------------------|---|---------|
| • Josephine Gutierrez | - | Utility |
| • Melanie Crisolo | - | Utility |
| • Ariel Mangubat | - | Utility |
| • Ireneo Espino | - | Driver |
| • Raymund Ocampo | - | Driver |

Cash

- | | | |
|---------------------------|---|-----------------------------|
| • Rosalie Joy G. Trinidad | - | Administrative Officer IV |
| • Shyrene de Guzman | - | Administrative Officer II |
| • Karl Paolo P. Gigante | - | Administrative Assistant II |

Records

- | | | |
|-------------------------|---|-----------------------------|
| • Lorena L. Inlong | - | Administrative Officer IV |
| • Mary Ann Ladera | - | Administrative Officer II |
| • George Carillo | - | Administrative Assistant II |
| • Ma. Theresa A. Morong | - | Administrative Aide VI |

Supply

- | | | |
|---------------------------|---|-----------------------------|
| • Laarni S. Bautista | - | Administrative Officer IV |
| • Ethel Joyce Bartolome | - | Administrative Officer II |
| • Dominique J. Viray | - | Administrative Assistant II |
| • Aila Joja B. Consolacio | - | Clerk |

3. Finance Services Unit

Batch1

- | | | |
|--------------------|---|--|
| • Myra V. Dilig | - | Accountant III |
| • Sarah Joy Sioson | - | Provident Loan Clerk/ In-charge with Supplementary payroll |

• Lady Mae Esconde	-	Administrative Assistant III
• Micha Ella Macaspac	-	Administrative Aide VI
• Pauline T. Salaveria	-	Administrative Assistant III
• Brexter Caballas	-	Administrative Assistant III
• Merlie Anne Cayan	-	Administrative Assistant III
• Mariel Ladera	-	Administrative Assistant III
• Bernadette Joyce Magat	-	Administrative Assistant III
• Mary Grace Villanueva	-	Administrative Assistant III
• Joshua Barrometro	-	Administrative Assistant I
• Maria Ofelia M. Gaita	-	Administrative Assistant III

Batch 2

• Mylene G. Santos	-	Administrative Officer V – Budget
• Krizza Marie Lopez	-	Administrative Assistant III
• Rhea Katrina Dumalag	-	PMIS Clerk
• Marry Conn M. Gacutan	-	Administrative Assistant III
• Arlene Antonio	-	Administrative Assistant III
• Mylene Alcantara	-	Administrative Assistant III
• Maribel De Roxas	-	Administrative Assistant III
• Magnolia De Leon	-	Administrative Assistant III
• Romina D. Velasco	-	Administrative Assistant III
• Jamaica Karla Canlas	-	Administrative Assistant II
• Mariel Cabutaje	-	MOOE Clerk
• Mary Anne Gay Roque	-	Clerk

4. School Governance and Operations Division

SGOD Proper

• Ramon C. Perez	-	Chief Education Supervisor
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School Health and Nutrition

• Leslie de Jesus	-	Nurse II
• Ma. Lourdes DJ. Gabaya	-	Nurse II
• Lois Nicole Dizon	-	Clerk

Engineering

• Ray Q. Cruz	-	Project Development Officer II
• Merck Bryan A. Gragasin	-	Engineer III
• John Dale Yuzon	-	Engineer
• Kevin Ocampo	-	Engineer
• Maria Amieleen D. Gabaya	-	Administrative Assistant II
• Rayzon Bartolome	-	Engineering Staff
• Ranell Gatdula	-	Driver SGOD

5. Curriculum Implementation Division

• Andres C. Matawaran	-	Education Program Supervisor
• Danilo Caysido	-	Education Program Supervisor
• Edwin R. Bermillo	-	Education Program Supervisor
• Edgar E. Garcia	-	Education Program Supervisor
• Jeric Lopez	-	Education Program Specialist II
• Jericho P. Usi	-	Creative Arts Specialist

SCHOOLS DIVISION OFFICE OF BATAAN SKELETON WORKFORCE

16-Jun 17-Jun 18-Jun 21-Jun 22-Jun 23-Jun 24-Jun 25-Jun 28-Jun 29-Jun 30-Jun

OSDS PROPER

Helene Rose C. Camacho	Attorney III	WFH	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite
Charito G. De Guzman	ADAS III	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite
Anthony Glenn P. Gacutan	ADAS III	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite
Adelyn R. Morcilla	CLERK	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite
Jacqueline P. Rivera	CLERK	Onsite	WFH	WFH	Onsite	WFH	Onsite	Onsite	WFH	Onsite	WFH	Onsite
Reynaldo Rocello	Driver	Onsite	Onsite	WFH	Onsite	Onsite	Onsite	Onsite	WFH	Onsite	Onsite	Onsite
Armando B. Eugenio Jr	Driver	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite
Art S. Feria	Driver	WFH	WFH	WFH	Onsite	Onsite	WFH	Onsite	Onsite	Onsite	Onsite	WFH

ICTS

Richard M. Alboro	ITO I	WFH	Onsite	Onsite	Onsite	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite
Mark Anthony M. Sobreviñas	CMT	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH
Jess S. Garcia	CMT	WFH	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite

ADMINISTRATIVE SERVICES UNIT

ADMIN												
Pilar C. Ignacio	AO V	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite
Ma. Liza A. Manuel	ADAS III	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite
Abraham S. Tria	ADAS III	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite
Christian R. Forbes	ADAS II	Onsite	Onsite	WFH	WFH	Onsite	WFH	Onsite	WFH	WFH	Onsite	WFH
Rozan A. Quisay	ADA VI	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH
Judylyn T. Gatdula	CLERK I	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite

UTILITY AND DRIVER

Josephine Gutierrez	UTILITY	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite
Melanie Crisolo	UTILITY	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite
Ariel Mangubat	UTILITY	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite
Irene Espino	DRIVER	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite
Raymund Ocampo	DRIVER	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite

CASH

Rosalie Joy G. Trinidad	AO IV	Onsite	Onsite	WFH	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite	Onsite
Shyrene de Guzman	AO II	Onsite	WFH	Onsite	Onsite	Onsite	WFH	WFH	Onsite	Onsite	Onsite	WFH
Karl Paolo P. Gigante	ADA VI	WFH	Onsite	Onsite	WFH	WFH	Onsite	Onsite	Onsite	WFH	WFH	Onsite

RECORDS

Lorena L. Inlong	AO IV	WFH	WFH	WFH	Onsite	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite
Mary Ann Ladera	AO II	WFH	Onsite	Onsite	WFH	Onsite	Onsite	WFH	Onsite	Onsite	Onsite	Onsite
George Carillo	ADAS II	Onsite	WFH	WFH	WFH	WFH	WFH	WFH	WFH	WFH	WFH	WFH
Ma. Theresa A. Morong	ADA VI	Onsite	Onsite	Onsite	Onsite	WFH	Onsite	Onsite	Onsite	WFH	Onsite	WFH

SCHOOLS DIVISION OFFICE OF BATAAN SKELETON WORKFORCE

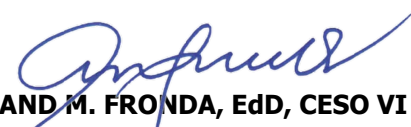
		16-Jun	17-Jun	18-Jun	21-Jun	22-Jun	23-Jun	24-Jun	25-Jun	28-Jun	29-Jun	30-Jun
SUPPLY												
Laarni S. Bautista	AO IV	Onsite	Onsite	WFH	Onsite	Onsite	Onsite	WFH	WFH	Onsite	Onsite	Onsite
Ethel Joyce Bartolome	AO II	WFH	Onsite	Onsite	Onsite	WFH	Onsite	Onsite	Onsite	Onsite	WFH	WFH
Dominique J. Viray	ADAS II	Onsite	Onsite	Onsite	Onsite	WFH	WFH	Onsite	Onsite	Onsite	WFH	Onsite
Aila Joja B. Consolacio	CLERK I	WFH	Onsite	WFH	Onsite	Onsite	WFH	WFH	WFH	Onsite	Onsite	WFH
FINANCE SERVICES UNIT												
Batch 1												
Myra V. Dilig	ACCOUNTANT III	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH
Sarah Joy Sioson	PROVIDENT CLERK	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH
Lady Mae Esconde	ADAS III	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH
Micha Ella Macaspac	ADA VI	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH
Pauline T. Salaveria	ADAS III	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH
Brexter Caballas	ADAS III	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH
Merlie Anne Cayan	ADAS III	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH
Mariel Ladera	ADAS III	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH
Bernadette Joyce Magat	ADAS III	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH
Mary Grace Villanueva	ADAS III	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH
Joshua Barrometro	ADAS I	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH
Maria Ofelia M. Gaita	ADAS III	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH
Batch 2												
Mylene G. Santos	AO V - BUDGET	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite
Krizza Marie Lopez	ADAS III	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite
Rhea Katrina Dumlalag	PMIS CLERK	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite
Marry Conn M. Gacutan	ADAS III	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite
Arlene Antonio	ADAS III	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite
Mylene Alcantara	ADAS III	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite
Maribel De Roxas	ADAS III	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite
Magnolia De Leon	ADAS III	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite
Romina D. Velasco	ADAS III	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite
Jamaica Karla Canlas	ADAS II	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite
Mariel Cabutaje	CLERK I	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite
Mary Anne Gay Roque	CLERK I	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite
SCHOOL GOVERNANCE AND OPERATIONS DIVISION												
SGOD PROPER												
Ramon C. Perez	CHIEF -SGOD	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite
SCHOOL HEALTH AND NUTRITION												
Leslie de Jesus	NURSE II	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH

SCHOOLS DIVISION OFFICE OF BATAAN SKELETON WORKFORCE

		16-Jun	17-Jun	18-Jun	21-Jun	22-Jun	23-Jun	24-Jun	25-Jun	28-Jun	29-Jun	30-Jun
Ma. Lourdes DJ. Gabaya	NURSE II	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite
Lois Nicole Dizon	Clerk	Onsite	WFH	Onsite	Onsite	WFH	Onsite	WFH	Onsite	Onsite	WFH	Onsite
ENGINEERING												
Ray Q. Cruz	PDO II	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite
Merck Bryan A. Gragasin	ENGR. III	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite
John Dale Yuzon	ENGR.	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH
Kevin Ocampo	ENGR.	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH
Maria Amieleen D. Gabaya	ADAS II	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH
Rayzon Bartolome	DRAFTSMAN - MOOE	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite
Ranell D. Gatdula	DRIVER - SGOD	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite	WFH	Onsite
CURRICULUM IMPLEMENTATION DIVISION												
Andres C. Matawaran	EPS	Onsite	WFH	WFH	WFH	WFH	Onsite	WFH	WFH	WFH	WFH	Onsite
Danilo Caysido	EPS	WFH	WFH	WFH	WFH	Onsite	WFH	WFH	WFH	WFH	Onsite	WFH
Edwin R. Bermillo	EPS	WFH	Onsite	WFH	WFH	WFH	WFH	Onsite	WFH	WFH	WFH	WFH
Edgar E. Garcia	EPS	WFH	WFH	WFH	Onsite	WFH	WFH	WFH	WFH	Onsite	WFH	WFH
Jeric Lopez	EPS II	WFH	WFH	Onsite	WFH	WFH	WFH	WFH	Onsite	WFH	WFH	WFH
Jericho P. Usi	Creative Arts Specialist	WFH	WFH	WFH	Onsite	WFH	WFH	WFH	WFH	Onsite	WFH	WFH

Onsite	42	43	42	46	44	41	45	41	48	41	44
WFH	32	31	32	28	30	33	29	33	26	33	30
TOTAL	74	74	74	74	74	74	74	74	74	74	74

Approved:


ROLAND M. FRONZA, EdD, CESO VI
 Assistant Schools Division Superintendent
 Officer-in-Charge
 Office of the Schools Division Superintendent