



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

OFFICE MEMORANDUM

No. 09, s. 2026

FROM : **CAROLINA S. VIOLETA, EdD, CESO V**
Schools Division Superintendent

TO : **SDO Personnel**

SUBJECT : **Designation of General Services Personnel and Their Place of Assignment**

DATE : **FEB 10 2026**

1. This Office Memorandum is issued pursuant to DepEd Order No. 4, s. 2025 titled ***Guidelines on the Adoption of the Flexible Work Arrangement in the Department of Education***, which provides the policy guidelines on the engagement, management, and supervision of Contract of Service (COS) and Job Order (JO) workers. The Order underscores the importance of clear work assignments, ethical management, and accountability to ensure efficient delivery of support services in the Department of Education.
2. In the interest of maintaining cleanliness, orderliness, and proper upkeep of the Schools Division Office (SDO) facilities, the following general services personnel are hereby designated to their respective places of assignment and work schedules. This designation aims to promote efficiency, teamwork, and compliance with DepEd standards of professionalism.

Names of Personnel with Designation and Respective Buddy/Group	Place of Assignment
Adie Lyne Morcilla – Clerk/Utility Theresa Roxas – Utility	SDS Office SDS and ASDS Office
Ariel Mangabat – Utility Ronaldo Andaya – Utility	Rightwing of 1 st Floor, SDO Vicinity Leftwing of 1 st Floor, SDO Vicinity
Alvin Reyes – Guard/Driver Raymund Ocampo – Guard Melvin Asidera – Guard Renante Bederio – Guard	Lobby Lobby and Guardhouse, Parking Area Lobby, Dispatcher, BBB Sched In charge Lobby and Guard House, Parking Area



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Analiza Suarez – Clerk/Utility Irene Ragudos – Clerk/Utility	Personnel Unit Personnel Unit
Arvin Asidera – Utility Brian Forbes – Utility	BBB, SDO Vicinity BBB, SDO Vicinity
Vicente “Ding” Llaneta – Clerk/Utility Nerissa Viscayno – Clerk/Utility	Accounting Unit Accounting Unit
Jacqueline Rivera – Clerk/Utility Josephine Guitierrez – Utility Chrztell G. Dela Rosa – Clerk/Utility	SGOD Unit 3 rd floor Hallway, Conference & LRMS, Engineering Office/DRMM SDO Library

Names of Personnel with Designation and Respective Buddy/Group	Place of Assignment
Marlon Ramos – Clerk/Utility Wilfredo Santos – Medical Aide/Utility	Philhealth Unit School Health & Nutrition Office
Melanie Crisolo – Utility Merlisa O. Carlos – Clerk/Utility Kimberly Sheen Orozco – Clerk/Utility	2 nd floor Hallway, Cashier Unit Budget Unit Payroll Unit
James Gatdula – Clerk/Utility Josephine Pizarro – Clerk/Utility Marissa Castel – Clerk/Utility	Supply Unit Attorney’s Office CID Office
Alvin Reyes – Guard/Driver Armando Eugenio – Driver Art Feria – Driver Dennis Bergonia – Driver	SDO FB Service SDO Service Van Driver Pick Up Engineering Service SDS Driver – Innova Red

3. The **duties and responsibilities** of the assigned personnel are as follows:
- 3.1 Maintain cleanliness and sanitation of designated areas.
 - 3.2 Perform general maintenance tasks as instructed.
 - 3.3 Report facility concerns or repair needs to the Property Custodian, Engineering Unit, or Administrative Officer.
 - 3.4 Use and store cleaning materials and equipment responsibly.
 - 3.5 Perform the tasks of their buddy/group when the latter is on leave or on official business.
 - 3.6 Participate in group cleaning and collective operations.



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- 3.7 Seek assistance when the workload exceeds manageable capacity.
3.8 Carry out other lawful tasks as may be assigned by the proper authority.
4. Supervisors and unit heads are directed to monitor the performance of assigned personnel, provide necessary support, and ensure adherence to DepEd Order No. 4, s. 2025.
5. This Office Memorandum shall remain in force until revoked or amended.
6. For strict compliance.


CAROLINA S. VIOLETA, EdD, CESQ V
Schools Division Superintendent

Enclosure 1 attached: Schedule of Work
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ENCLOSURE 1: SCHEDULE OF WORK FOR GENERAL SERVICES PERSONNEL

Names of Personnel with Designation and Respective Buddy/Group	SCHEDULE
Adie Lyne Morcilla – Clerk/Utility Theresa Roxas - Utility	8:00 am to 5:00 pm 6:00 am to 3:00 pm
Ariel Mangabat – Utility Ronaldo Andaya - Utility	6:00 am to 3:00 pm and 8:00 am to 5:00 pm alternate every week
Alvin Reyes – Guard/Driver Raymund Ocampo – Guard Melvin Asidera – Guard Renante Bederio - Guard	8:00 am to 5:00 pm 8:00 am to 5:00 pm 7:00 am to 3:00 pm 6:00 am to 2:00 pm
Analiza Suarez – Clerk/Utility Irene Ragudos – Clerk/Utility	8:00 am to 5:00 pm 8:00 am to 5:00 pm
Arvin Asidera – Utility Brian Forbes - Utility	6:00 am to 3:00 pm 8:00 am to 5:00 pm
Vicente "Ding" Llaneta – Clerk/Utility Nerissa Viscayno – Clerk/Utility	8:00 am to 5:00 pm 8:00 am to 5:00 pm
Jacqueline Rivera – Clerk/Utility Josephine Guitierrez – Utility Chrztell G. Dela Rosa – Clerk/Utility	8:00 am to 5:00 pm 6:30 am to 3:30 pm 8:00 am to 5:00 pm

Names of Personnel with Designation and Respective Buddy/Group	SCHEDULE
Marlon Ramos – Clerk/Utility Wilfredo Santos – Medical Aide/Utility	8:00 am to 5:00 pm 8:00 am to 5:00 pm
Melanie Diale Crisolo - Utility Merlisa O. Carlos – Clerk/Utility Kimberly Sheen Orozco – Clerk/Utility	8:00 am to 5:00 pm 8:00 am to 5:00 pm 8:00 am to 5:00 pm
James Gatdula – Clerk/Utility Josephine Pizarro – Clerk/Utility Marissa Castel – Clerk/Utility	8:00 am to 5:00 pm 8:00 am to 5:00 pm 8:00 am to 5:00 pm
Alvin Reyes – Guard/Driver Armando Eugenio – Driver Art Feria – Driver Dennis Bergonia - Driver	8:00 am to 5:00 pm 8:00 am to 5:00 pm 8:00 am to 5:00 pm 8:00 am to 5:00 pm