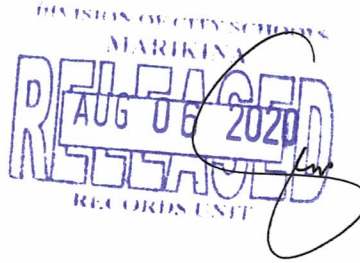




REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY

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August 6, 2020

MEMORANDUM TO:

**OIC, Office of the Asst. Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Elementary and Secondary Public School Principals
Unit Heads
All Concerned**

**SKELETON WORKFORCE FOR SDO MARIKINA DURING THE MODIFIED
ENHANCED COMMUNITY (QUARANTINE (MECQ) PERIOD**

The field is hereby informed that pursuant to Item 4 of the DM-PHRODFO-2020-00251 re: *Reiteration of the Guidelines on Alternative Arrangements for Areas Under Modified Enhanced Community Quarantine Pursuant to DepEd Order No. 11, s.2020*, SDO Marikina accordingly forms its skeleton workforce during the MECQ period through this memorandum.

Attached herewith is the official composition of the skeleton workforce for information and guidance.

Immediate and urgent dissemination of this memorandum is desired.


SHERYLL T. GAYOLA

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Schools Division Office – Marikina City
Alternative Work Arrangement
Skeleton Workforce
August 4-18, 2020

ADMINISTRATIVE SERVICES- (Records Unit)

1. Heidi R. Masaquel, *Clerk* - Everyday

ADMINISTRATIVE SERVICES – (Cash Unit)

1. Estela Uayan, *Admin Officer IV*
 2. Sharen Pendon, *ADAS III*
 3. Maricel Reyes, *Clerk*
- } On Call

ADMINISTRATIVE SERVICES – (Supply Unit)

1. Amy Exequiel, *Admin Officer IV*
 2. Tim Paño, *Admin Aide IV*
 3. Edwin Sta. Maria, *Clerk*
- } On Call

ADMINISTRATIVE SERVICES – (HRMO)

1. Irene Graza, *Teacher I*
 2. Gerwin Lorca, *Clerk*
- } On Call

HEALTH AND NUTRITION UNIT

1. Jonalyn Santos, *Nurse*
 2. Rona Galo, *Nurse*
 3. Junilord Tormes, *Nurse*
 4. Jimmerson Taboy, *Nurse*
- } On Schedule Duty (2 Nurses /day)

FINANCE SERVICES

1. Ivy Ruallo, *ADAS III, OIC-Accounting*
 2. Richie Ignacio, *Budget Officer*
 3. Jay Alvin Cabututan, *ADAS III*
 4. Winnie Domingo, *Clerk*
 5. Carlo Guevara
- } On Call

ICT SERVICES

1. Ryan Regencia, *IT Officer* - On call
2. Roseoe Katipunan, *Clerk* – (Every Monday, Wednesday, Friday)

LEGAL SERVICES

1. Ceasar Augustos Cebujano, *Attorney III*
 2. Niña Enriquez, *ADAS III*
- } On Call

UTILITIES/DRIVERS

1. Ana Liza Molina, *Utility* - Everyday
 2. Eduardo Casas, *Driver*
 3. Gil Catuday, *Driver*
 4. Dante Fernandez, *Driver*
 5. Antonio Delos Reyes, *Driver*
 6. Marvin Kelvin Lloren, *Driver*
- } On Schedule Duty (2 Drivers /day)