




Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Cebu Province

MEMORANDUM

To : All Concerned Division Personnel

From :  **MARILYN S. ANDALES, EdD., CESO V**
Schools Division Superintendent

Subject : **SKELETON WORKFORCE for May 18-29, 2020**

Date : May 18, 2020

1. In view of the on-going COVID-19 pandemic and in compliance with the City and Provincial Orders regarding Enhanced Community Quarantine and General Community Quarantine, you are advised to be part of the Skeleton Work Force at the Division Office to perform functions corresponding to your position. Please see enclosure 1 of this Unnumbered Memorandum.
2. You shall strictly comply all precautionary measures in reporting to the office and going back home such as but not limited to social distancing at all times, wearing of masks and gloves, frequent washing of hands, buy food via drive through or delivery etc.
3. You shall be responsible in securing a quarantine/border pass from your respective local government units for presentation in the different checkpoints.
4. For your information, guidance and compliance.



Address: DepEd Cebu Province, IPHO Bldg., Sudlon, Lahug, Cebu City
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Skeleton Workforce for May 18-29, 2020**SDS Office**

Activities	Personnel In-Charge		Address	Schedule
Log in and out all receive documents for action/dissemination by the SDS Entertain phone calls	Alvarado	Suzette	Cebu City	Daily
Receive documents at the designated area of the Office Assist S. Alvarado in the performance of her activities	Martinez	Elisa	Banawa, Cebu City	May 21, 22, 27 & 29, 2020
Transport personnel without service vehicle to and from pick up points	Castillo	Virgilio	Consolacion	Daily

Human Resources Management

Activities	Personnel In-Charge		Address	Schedule
Process Pending Proposals and Appointments; Receive HR documents	Cecilia	Labustro	Mandaue City	Wed-Fri
Plantilla uploading, publication; ReceiveHR documents; Prepare pending folders for processing of service credits SO	Jumao-as	Rhea Mae	Mandaue City	Tue-Thu
Upload PSIPOP for DBM Approval; Endorse documents to SDS, Admin Office	Pomarejos	Monina Sarah	Lapulapu City	Tue-Thu

Accounting & Budget

Activities	Personnel In-Charge		Address	Schedule
Receive and update of accounting and budget records and reports	Patalinghug	Kim	Opra, Cebu City	May 18 -20
Receive and update of accounting and budget records and reports	Oquina	Mary Grace	Lahug, Cebu City	May 21-22
Receive and update of accounting and budget records and reports	Camposo	Reina Cres	Lahug, Cebu City	May 25 & 27
Receive and update of accounting and budget records and reports	Mansanadez	Arlene	Lahug, Cebu City	May 28-29
Receive and update of accounting and budget records and reports	Truya	Maxima	Jones Ave., Cebu City	May 19 & 26

Disbursing

Activities	Personnel In-Charge		Address	Schedule
Prepare Daily Advice of checks issued and cancelled Assist in the issuance of checks Submit ACIC and other reports to DBP	Enriquez	Nolan Dale	Labangon, Cebu City	Daily
Sort out payslip and payroll for April and May 2020 salaries Assist in the releasing of checks Assist in the segregation of vouchers	Java	Sayra Mae	Jones Avenue, Cebu City	Daily

Issue checks for MOOE, PS and other funds/account Answer calls, verify queries for various claims Receive documents from the Accounting section via online	Almazan	Ronna Fe	Guadalupe, Cebu City	Daily
Review and sign checks, release salary and other claims, review and update payrolls of unreleased claims, prepare and submit report to the accounting section	Peralta	Ma. Teresa	Mandaue City	Daily

Remittance

Activity	Personnel In-Charge		Address	Schedule
Reconcile GSIS Remittances for ELEMENTARY Region and Division Paid Teachers for the month of May 2020, prepare the SOT and upload the ERF	LOCAÑAS	RONALD	Tophill, Sudlon, Lahug, Cebu City	May 18-19 May 25-26

Supply and Property

Activity	Personnel In-Charge		Address	Schedule
Process pending PO and other BAC documents	Paqueo	Marilou	Cebu City	May 19, 21 and 22 only

Administrative Office

Activities	Personnel In-Charge		Address	Schedule
Provide admin services	Denampo	Jeremy	Cebu City	May 19 and 21
Monitor the division premises, ensure clean and safe working place	Canete	Lino	Cebu City	May 22 and 29

Records Office

Activities	Personnel In-Charge		Address	Schedule
Process Service Records	Latorre	Dave	Cebu City	May 18, 20, 25 and 27
Release, segregate and file approved Official Documents	Olis	Lindy	Cebu City	May 18, 19, 25 and 26
Oversee all Records Unit processes and transactions	Semblante	Floren	Cebu City	May 19, 21, 26 and 28
Receive, update and track Official Records and documents	Salvaleon	Anthea	Cebu City	May 20, 21, 27 and 28

Legal Office

Activities	Personnel In-Charge		Address	Schedule
Update the Complaint/Cases Database and make the needed legal section reports, as assigned	Calagos	Fe	Calbayog, Samar	MWF

ICT Office

Activities	Personnel In-Charge		Address	Schedule
Monitor/Update Website, Answer queries regarding deped email, 0365 Account, technical assistance, facilitate/assist video conferencing and other related ICT Concerns. As a need arises willing to to the office (on-call).	Mendoza	Emmanuel	92-C Spolarium St., Barangay Duljo-Fatima, Cebu City	MWF
Monitor/Update Website, Answer queries regarding deped email, 0365 Account, technical assistance, facilitate/assist video conferencing and other related ICT Concerns. Check all the servers and equipment's.	Catubay	Pablito	Sitio Rio 2, Nivel Hills Lahug Cebu City	TTh

CID Office

Activities	Personnel In-Charge		Address	Schedule
Receive CID documents from the field; review the requirement for the issuance of private school special order and process teachers' service credits	Jumao-as	Juliven M.	Bogo City (boarding house-Camp Marina, Lahug, Cebu City)	MW
Receive CID-ALS communications; conduct online child mapping & update of LIS of ALS learners	Corpuz	Zenifer	Lot 3 Block 18 Phase 2A Villa Leyson Sub., Bacayan, Cebu City	TTh