



OUAD00-0420-00 26  
To authenticate this document,  
please scan the QR Code

Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**AIDE MEMOIRE**

07 April 2020

**REQUEST FOR ISSUANCE OF ADDENDUM TO SPECIAL ORDER NO. 1:**

**“AUTHORIZATION FOR OFFICIALS AND PERSONNEL DEPLOYED TO RENDER OFFICE AND FIELD-BASED CRITICAL SERVICES IN THE DEPARTMENT OF EDUCATION IN AREAS UNDER ENHANCED COMMUNITY QUARANTINE”**


The Administration Strand has been at the forefront of DepEd’s response to the COVID-19 situation nationwide, and its skeletal workforce has been working on schedule the past several weeks, in particular the Administrative Service (AS) and its Divisions, the School Health Division (SHD), the Disaster Risk Reduction and Management Service (DRRMS), and Baguio Teachers Camp (BTC).

Personnel rendering critical services in these offices, among others, have been included in the Secretary’s Special Order issuances. These personnel have been provided with the necessary transportation service, are entitled to hazard pay, and are under the safety of the protocols and measures implemented at the Central Office by the Task Force. In addition, meal assistance for these personnel is also being processed.

However, a number of staff under the Administration Strand that are part of the skeletal workforce have not been included yet, as most of them live near the Central Office, while some have been deemed “on-call” given the nature of their tasks.

As such, we would like to request that the personnel indicated in the attachments be included in a Special Order for their continued service during this health crisis.

For the Secretary’s consideration.

  
**ALAIN DEL B. PASCUA**  
Undersecretary



Scan this QR Code to view  
Videos and Magazines  
of Major Programs



**Office of the Undersecretary for Administration (OUA)**

*[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (BLSS), Bureau of Learner Support Services (BLSS), Baguio Teachers' Camp (BTC), Central Security & Safety Office (CSSO)]*

Department of Education, Central Office, Meralco Avenue, Pasig City  
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: +63286337203, +63286376207  
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depeditayo

## A. CENTRAL OFFICE

<b>NAME</b>	<b>POSITION/DESIGNATION</b>	<b>OFFICE</b>
Maria Corazon Dumlao	Chief	School Health Division
Mariblanca Piatos	Medical Officer IV	School Health Division
Magdalene Portia Cariaga	OIC-Supervising Health Program Officer	School Health Division
Girlye Azurin	Senior Education Program Specialist	School Health Division
Belinda Beltran	NO III	School Health Division
Gian Erik Adao	EPS II	School Health Division
Ma. Lee Alpuerto	Nurse II	School Health Division
Dorothy Nuñez	ADAS V	School Health Division
Dave Velasco	ADAS V	School Health Division
Michelle Anne Raquino	AS II	School Health Division
Francisco Competente	AS I	School Health Division
Ronnie Amoyo	AS I	School Health Division
Shirley Laurel	ADAS II	School Health Division
Chancellor Techo	AS II	School Health Division
Sheila Marie Laurel	TA I	School Health Division
Wilson Manas	Driver	School Health Division
Justine Beatrice Apolinario	TA II	DRRMS
Ronilda Co	Director IV	DRRMS
Hanna Patricia Cortes	TA II	DRRMS
Jeonoh Kali Fornoles	STA II	DRRMS
Ken Aisa Ortiz	TA II	DRRMS
Gina Rullamas	STA II	DRRMS
Rodulfo Amogues Jr.	Driver	DRRMS
Patricia Bianca Tica	TA II	DRRMS
Annabelle Pangan	Chief	EFD
Edna Bolima	POD III	EFD
Michael Mariano	Admin Support	EFD
Benedict Oliquino	Admin Support	EFD
Ryan Louie Manalad	Driver	EFD
John Edward De Castro	AS II	Cash Division
Rico Canayong		GSD
John Cipriano		GSD
Erwin Ravana		AMD
Abram Abanil	Director IV	ICTS
Joel Leyva	Driver	ICTS
Encarnacion Escudro	Chief	ICTS
Ofelia Algo	Chief	ICTS
Leonardo Manalo	Consultant	OUA
Orlando Balbido	EA II	OUA
Randall Lozano	Consultant	OUA

