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Republika ng Pilipinas

## Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

**OUA MEMO 00-1221-0161**

**MEMORANDUM**

27 December 2021

For: **All DepEd Central Office Units and Employees**

Subject: **OUTSOURCED SHUTTLE SERVICE FOR  
DEPED CENTRAL OFFICE PERSONNEL**

The DepEd Central Office's **outsourced shuttle service** provider will commence its services on the **last work week of December 2021**. With this, the Office of the Undersecretary for Administration (OUA) through the General Services Division (GSD) enjoins all **on-site employees** coming from north, south, east, and west of Metro Manila **to avail of the shuttle bus service**. This shall also apply to those who are currently being serviced by the General Services Division (GSD) vehicle. The **covered period** of the outsourced shuttle service is **until 31 March 2022**.



Considering the limited number of outsourced shuttle services (6 buses) vis-à-vis the location/residence of on-site employees within Metro Manila and the suburbs, **some DepEd service vehicles shall still be utilized** to serve our clientele. This is also in consideration of other offices that use these vehicles for **official out-of-town business trips**. For details on the pick-up, drop-off points and time schedule, kindly refer to **Annex A**.

OUA Memo 00-0620-0075 dated 17 June 2020 titled *Implementation of Transportation Arrangements in the Central Office During General Community Quarantine (GCQ)* will still take effect, thus **DepEd Central Office service vehicles will still serve other on-site employees** that are not near or from the listed drop off areas.



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

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For **trips outside the regular routes**, kindly coordinate with Ms. Mary Jane De Guzman, OIC Assistant Chief/Administrative Officer IV of the GSD, through (02) 8636 4880/ (02) 8633 6680 or email at [mary.deguzman021@deped.gov.ph](mailto:mary.deguzman021@deped.gov.ph) . For further information, questions or concerns, kindly contact the GSD through the said telephone numbers or email at [as.gsd@deped.gov.ph](mailto:as.gsd@deped.gov.ph) .

For information and guidance.

  
  
**ALAIN DEL B. PASCUA**  
Undersecretary



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## Annex A

### Outsourced Shuttle Service for DepEd Central Office Personnel (Pick-up, Drop-off Points and Time Schedule)

Shuttle 1 Cavite Province	Shuttle 2 Cavite (Aguinaldo Highway)	Shuttle 3 Monumento, Caloocan	Shuttle 4 Manila	Shuttle 5 Laguna	Shuttle 6 Rizal
<b>Pick-up Point</b> <ul style="list-style-type: none"> <li>• Starmall, Jollibee, Landmark Sta. Mayor, Tanza</li> <li>• Tejero Petron Gen. Trias, Cavite Via- EDSA Heritage South to DepEd CO</li> </ul>	<b>Pick-up Point</b> <ul style="list-style-type: none"> <li>• Robinson Pala-Pala</li> <li>• Golden City</li> <li>• SM Molino</li> <li>• District Imus</li> <li>• Lumina Imus</li> <li>• SM Bacoor</li> <li>• Ayala MRT Station</li> <li>• MMDA/Guadalupe (Via Edsa South)</li> </ul>	<b>Pick-up Point</b> <ul style="list-style-type: none"> <li>• Monumento Carousel/ MCU Hospital</li> <li>• Balintawak Public Market/Puregold</li> <li>• Waltermart Muñoz</li> <li>• SM North EDSA, Trinoma</li> <li>• Victoria Sports Tower/GMA</li> <li>• Farmers Cubao</li> <li>• Santolan Crame, Annapolis, MRT Station (Via EDSA North)</li> </ul>	<b>Pick-up Point</b> <ul style="list-style-type: none"> <li>• Tutuban Mall Tondo</li> <li>• Recto Bus Stop</li> <li>• Legarda Station Jollibee</li> <li>• Sta. Mesa V. Mapa Talipapa</li> <li>• JRU</li> <li>• Shaw Mall/ Dumlao Gym</li> <li>• Shaw Blvd. Mandaluyong</li> </ul>	<b>Pick-up Point</b> <ul style="list-style-type: none"> <li>• Waltermart Balibago, Sta Rosa</li> <li>• Paseo de Carmona Mall 7/11</li> <li>• Southwoods Toll Exit Susana Heights BFP</li> <li>• Sucat Toll Station</li> <li>• C5 Centennial Village</li> <li>• C5 Shell McKinley/ Ridgewood</li> </ul>	<b>Pick-up Point</b> <ul style="list-style-type: none"> <li>• Alfamart San Gabriel, Morong</li> <li>• St. Therese Hospital Teresa</li> <li>• Avida Antipolo</li> <li>• Shopwise Antipolo</li> <li>• Rizal Provincial Capitol Ynares Center</li> <li>• Mc Donalds Tikling</li> <li>• Valley Golf</li> <li>• Robinsons Cainta Junction Choice Market Ortigas (Via Ortigas Ext.)</li> </ul>
Time: 4:30 a.m.	Time: 4:00 a.m.	Time: 5:00 a.m.	Time: 5:00 a.m.	Time: 5:00 a.m.	Time: 5:00 a.m.

**Note:** The time of departure from the Central Office is at 4:00 p.m. or upon completion of eight (8) working hours. The drop off points are the same as the listed pick-up points.

