



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

05 Mar 2025

DIVISION MEMORANDUM

No. **038**, s. 2025


IMPLEMENTATION OF WORK-FROM-HOME ARRANGEMENT IN THE SCHOOLS
DIVISION OFFICE DUE TO THE SCHEDULED POWER INTERRUPTION
ON MARCH 6, 2025

To: Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
SDO Section and Unit Heads and Staff
Public Elementary and Secondary School Heads
All Others Concerned

1. In view of the scheduled power interruption in the Municipality of Alabel on March 6, 2025, the Department of Education - Schools Division Office of Sarangani will implement a work-from-home arrangement. However, to ensure the continuity of services on-site, the following skeleton workforce shall be assigned per office:

Name of Skeleton Workforce	Office Assignment
Rhea Fe Jade Senina	Office of the Assistant Schools Division Superintendent
Iona Gail Funtanilla	Legal Unit
Mark Louie Salbame Hapiya Madsid All Utility Workers	Administrative Services Section
Joy Cordero Irenea Gonzales	Cash Unit
Ruel Sagolili Alex Quiñopa	Personnel Unit
Jerome Yusores Ricky Jampayas Sr. Joseph Caasi	Property and Supply Unit
Jayvee Permito	Procurement Unit
Jackie Lou Villegas	Records Unit
Joseph Jamio Richie Estellore Agnes Doctolero Braulio Jo Jr.	Accounting Unit
Romeo Astilla Jr.	Budget Unit
Maridel Banaston	Curriculum Implementation Division
Jordan Casing	School Governance and Operations Division

2. Moreover, all teaching and non-teaching personnel from the field may transact online if the concerned SDO employee is on a work-from-home arrangement. They may also contact the concerned employee via text message or call.
3. For inquiries, contact Mr. Roel D. Balbareno at 0946-406-1747.
4. Immediate dissemination of this Memorandum is desired.


ATTY. NELYN B. FRINAL, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl.: N o n e

Reference: N o n e

To be indicated in the Perpetual Index
under the following subjects:

BUREAUS AND OFFICES

RDB/OSDS-PU/DM – implementation of work-from-home arrangement in the schools division office
due to the scheduled power interruption on march 6, 2025
0243/March 5, 2025