



MEMORANDUM

FOR : All Concerned Officials and Employees

FROM : The Acting Director

SUBJECT : Report for Work Order in view of COVID-19

DATE : March 18, 2020

In the exigency of services, and in order to ensure timely response of services and maintenance/security of office properties, the following Personnel are hereby ordered to report for work at any workable time between the period March 18 to April 14, 2020:

A. Administrative Division –

1. Doribecca T Flores
2. Joseph P Rivera
3. Guillerma P Garcia
4. Hanz C Bernardo

5. Genalyn T Ortega
6. Krisha B Gabito
7. Noe G Freolo

B. Financial Management Division –

1. Gloria D Mendoza
2. Daria K. Malinao

3. Winna Frose T Gamiao
4. Rosalinda D Cipriano

To manage, supervise, coordinate and report to the undersigned the overall operations during this period, the following are assigned:

1. Juancho Pablo S. Calvez
2. Socorro C. Oquendo

For immediate compliance.


ATTY. WILFREDO G. MONCANO ;