

SKELETAL WORKFORCE FOR THE 4- DAY WORKWEEK
For the Period: August 1-6, 2021

Division/ Office:					
Department		OPERATIONS DEPARTMENT			
Sector		ASSETS MANAGEMENT SECTOR			
NAME	RESIDENCE	CURFEW (if any)	SCHEDULE (M,T,W,TH)	MAIN TASKS	CRITERIA • Task is Critical or Urgent; • Task cannot be done at home; • No available equipment or tools at home
Atty. Ma. Teresa C. Alvarez	Pasig City	10 pm to 5am	Wednesday		Task cannot be done at home
Reynaldo D. Abisan	Quezon City	10pm to 5am	Tuesday, Wednesday	Admin Coordinate with WFH personnel for files within the office; follow up of entities documents needed at the main office	Task cannot be done at home
Jonathan F. Bobon	San Andres, Manila	10 pm to 5am	Monday, Tuesday	Admin Coordinate with WFH personnel for files within the office, follow up to entities documents needed at the main office	Task cannot be done at home
Lawrence Anthony L. Cua	Manila	10 pm to 5am	Monday	Admin Coordinate with WFH personnel for files within the office, follow up to entities documents needed at the main office	Task cannot be done at home
Juliet Gatmaitan	Antipolo City	10 pm to 5am	Tuesday, Thursday	Admin Coordinate with WFH personnel for files within the office, follow up to entities documents needed at the main office	Task cannot be done at home
Mary Jane Andres	Imus, Cavite	10 pm to 5am	Monday	Admin Coordinate with WFH personnel for files within the office, follow up to entities documents needed at the main office	Task cannot be done at home
Jeri Mae Martirez	Bacoor Cavite	10 pm to 5am	Wednesday, Thursday	Admin Coordinate with WFH personnel for files within the office, follow up to entities documents needed at the main office	Task cannot be done at home
Donna Grace Virtus	Valenzuela City	10 pm to 5am	Thursday	Admin Coordinate with WFH personnel for files within the office, follow up to entities documents needed at the main office	Task cannot be done at home

Prepared by:



MARIA TERESA C. ALVAREZ
Department Manager

Approved by:


JETRON NICOLAS F. LOZADA
Assistant Chief Operating Office

Verified by:
ADSD- HRD

(Signature over Printed Name)