

**SKELETAL WORKFORCE FOR THE 4- DAY WORKWEEK**  
For the Period: October 1-15, 2021

Division/ Office:					
Department	<b>OPERATIONS DEPARTMENT</b>				
Sector	<b>ASSETS MANAGEMENT SECTOR</b>				
<b>NAME</b>	<b>RESIDENCE</b>	<b>CURFEW (if any)</b>	<b>SCHEDULE (M,T,W,TH)</b>	<b>MAIN TASKS</b>	<b>CRITERIA</b> <ul style="list-style-type: none"> <li>• Task is Critical or Urgent;</li> <li>• Task cannot be done at home;</li> <li>• No available equipment or tools at home</li> </ul>
Atty. Ma. Teresa C. Alvarez	Pasig City	10 pm to 5am	Wednesday		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	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
Jeri Mae Y. Martirez	Manila	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
Reynaldo D. Abisan	Quezon City	10pm to 5am	Monday & 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
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 E. LOZADA**  
Assistant Chief Operating Officer

Verified by:  
ADSD- HRD

(Signature over Printed Name)

