

S.4.3.proper  
utilization,  
repair and  
upkeep of  
school facilities  
and equipment;  
and



**GUIDELINES FOR ANCILLARY SERVICES PERSONNEL**

1. **OFFICIAL TIME:** 8:00 AM – 12:00 PM / 1:00 PM – 5:00PM
2. **15 MINUTES BREAK TIME:** 10:00 AM – 10:15 AM / 3:00 PM – 3:15PM
3. **LEAVING THE WORKING PLACE:** 15 MINUTES BEFORE 12:00 NOON – 15 MINUTES BEFORE 5:00 PM
4. **NO ISSUANCE OF PASS SLIP EXCEPT FOR A VALID REASON.**
5. **NO STANDBY TO OFFICES DURING WORKING HOURS.**
6. **NO WORKERS SHALL BE ALLOWED TO RUN ERRAND FOR PERSONAL PURPOSES AND / OR AS REQUESTED BY OTHER OFFICIALS, FACULTY OF THE COLLEGE.**
7. **NO WORK SHALL BE ACCEPTED WITHOUT WORK ORDER REQUEST APPROVE BY THE ANCILLARY HEAD.**
8. **ALL UTILITY SHALL MAINTAIN THE CLEANLINESS OF HIS/HER DESIGNATED AREA.**
9. **ALL UTILITY WORKERS SHALL REMAIN IN THEIR DESIGNATED AREA DURING THEIR DUTY.**

**NOTE:**

First and Second Offense: **WARNING**

Third Offense: **TERMINATION OF CONTRACT**

Prepared By:

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**MAINTENANCE PLAN  
CALENDAR YEAR 2022**

Activities	Mode of Implementation	Office/Unit	Responsible Person/ In-Charge	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
1. Clearing, cleaning and repair of damaged building structures after the onslaught of Super Typhoon Odette.	4 Months	Building and Estates	R.C. GRAVINO												
2. Cleaning of canals and roof gutters.	Every 3 Months	Building and Estates	R.C. GRAVINO												
3. Maintenance and repair works.	Every Month	Building and Estates	R.C. GRAVINO												
4. Check-up/ repair of water plumbing system.	Every 3 Months	Building and Estates	R.C. GRAVINO												

Prepared by:

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Checked and Reviewed:

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Concurred by:

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Vice President for Administration



## ANCILLARY SERVICES – MAIN CAMPUS

### REPAIR AND MAINTENANCE

- 1 DONOSO, COSME
- 2 RAGAS, CLEFF
- 3 PLAZA, ROBERT
- 4 RESARE, VIRGILIO
- 5 TAGHOY, REYNALDO
- 6 CONCEPCION, JONATHAN
- 7 SULAPAS, RAMEL
- 8 SERATO, DANILO

### ELECTRICAL/ AIRCON MAINTENANCE

- 9 GELI, JOLLYBERT
- 10 MORDENO, HEINIE
- 11 ESTEBE, RENAN
- 12 CASUPAS, GELO

### WATER REFILLING INCHARGE

- 13 ILIGAN, FORTUNATO

### KM. 8 LOT CARE TAKER

- 14 ACHAS, ROLITO M.

### DRIVERS

- 15 TUBAON, NICANOR
- 16 SABEJON, JOBERT

### JANITORIAL SERVICES

- 17 ESTOQUE, EDELITO
- 18 SAMONTINA, NIEVES
- 19 MERACAP, MARIO

### JANITORIAL SERVICES (SATURDAYS/ SUNDAYS)

- 20 APAS, EFSIE
- 21 ESTOQUE, ANGEL
- 22 RUIZOL, RODOLFO
- 23 TAN, EDNA
- 24 VILLASIN, VENANCIA

PREPARED BY:

  
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OIC Director – Ancillary Services



*Jonas*  
**JONAS E. DE LA CRUZ**  
Photo Taken