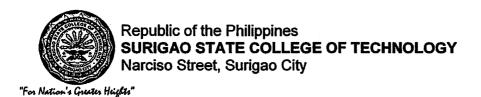
S.4.3.proper
utilization,
repair and
upkeep of
school facilities
and equipment;
and





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:

Noted by:

RONALD C. GRAVINO OIC Director - Ancillary Services

PLANDO, Ph.D. Vice President for Administration

Approved by:

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SURIGAO STATE COLLEGE OF TECHNOLOGY

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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.
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	Every 3	Building and	R.C.												
gutters.	Months	Estates	GRAVINO												
3.Maintenance and repair works.	Every Month	Building and	R.C.												
		Estates	GRAVINO												
4.Check-up/ repair of water	Every 3	Building and	R.C.												
plumbing system.	Months	Estates	GRAVINO												

Prepared by:

VIRGILIO RESARE

Unit Head

Checked and Reviewed:

RONALD C. GRAVINO

OIC Director, Ancillary Services

Concurred by

ROWENA A. PLANDO, Ph.DVice President for Administration





"For Nation's Greater Heights"

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

- 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
- 46 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

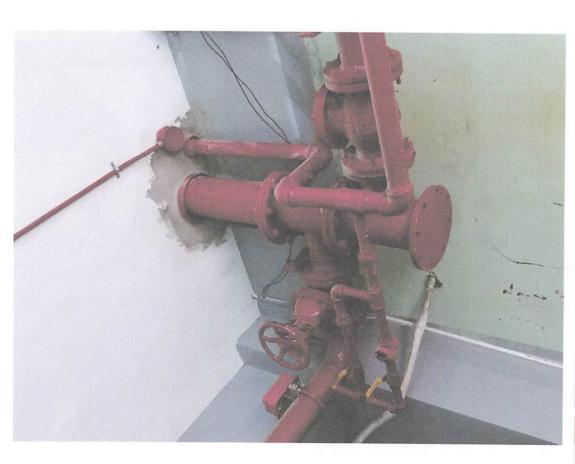
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JONAS E. BE LA CRUZ Photo Taken